



# Wapsie Valley Community School District



2535 Viking Avenue  
Fairbank, Iowa 50629  
Phone: (319) 638-6711 or (319) 279-3458  
Fax: (319) 638-7061  
[www.wapsievalleyschools.com](http://www.wapsievalleyschools.com)

## **Wapsie Valley On-Site Return to Learn Plan**

### Cleaning Routine

- An additional staff member hired to clean JH/HS, Fairbank and Readlyn after students leave each day and increase janitorial services to nightly at Rural.
- Day Custodians will clean each classroom during the day when students are out of the classroom
- Custodians will clean sinks, door knobs, countertops (frequently touched surfaces) while the classroom is in session
- Additional daily cleaning of early education learning centers and manipulatives (use of laundry bags for cleaning)
- Foggers used nightly in the weightroom, wrestling room, sports equipment room, locker rooms
- Elementary: a wipe down of desks, chairs, and table surfaces prior to lunch and at the end of the day, wipe down small group areas after each use
- Secondary: a cleaning of surfaces after each class period. Teachers clean surfaces prior to lunch and at the end of the day.
- Bathrooms
  - Elementary students will wash hands prior to entering the restroom and after using the restroom
  - Secondary students will use hand sanitizer prior to entering the restrooms and wash before exiting
  - Cleaning 2 times during the day- morning and afternoon
- Student Lockers
  - Will be cleaned nightly and sanitized during the day

### Personal Protective Equipment (PPE)

- Students in grades PK-12 and all staff will be required to wear masks as PPE
- Classroom teachers will determine times and locations for mask breaks throughout the school day while maintaining social distancing protocol when possible
- If a documented health need exists and is detailed in writing on official letterhead or form from a licensed medical doctor a mask exemption will be provided
- Face shields and gaiters are not approved PPE for quarantine situations

### Arrival/Dismissal

- Elementary
  - Arrival
    - Highly encourage parents NOT to drop off students prior to 8:00 AM.
    - Each class will have an assigned entrance and assigned area to wait prior to entry to accommodate social distancing protocols (Communication for specific door assignments will be sent prior to the beginning of the school year)
    - Classes will enter the building, drop off materials at lockers and enter the classroom one



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classroom at a time

- Grab and Go Breakfast for students at 8:00 AM

## Dismissal

- Staggered Dismissal Schedule for classrooms
- Dismiss out of the same door classes are assigned to enter in the AM
- Assigned wait areas for classes during pick up

- Secondary

- Busing - before school
  - Readlyn bus drop at the front door approximately 8:00
  - Fairbank bus drop at south door at 8:05
  - Highly encourage drivers to enter in at 8:10 from north door
  - Kids in building prior to 7:45 social distance in commons
  - Breakfast grab and go and eat in first hour
- Morning activities
  - Lifters need to be done by 7:30 and go home to shower
  - If no morning practices non-drivers can lift and shower at the school

## Lunch

### Elementary:

- Students will eat in classrooms. Cafeteria will not be used for student seating.
- Hand washing for all students prior to lunch
- Staff will check students in to the terminal. Students will not touch terminal buttons.
- Classes will be slightly staggered when picking up trays for lunch so classes are not waiting in the hallway at the same time
- No self-service utensils
- Garbage cans will be provided in classrooms for clearing trays. Trays would be delivered to the cafeteria for cleaning by one individual

### Secondary:

- Hand Washing prior to coming to the lunch room
- Staff will check students in to the terminal
- Line up following social distancing requirements
- More tables brought in for lunch.
- Use outdoor areas to set up tables and eat
- Tables will have plexiglass dividers in the middle
- Students will be dismissed to clean trays one at a time and will follow social distancing requirements while waiting in line



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- When finished students will line up following social distance requirements and will be dismissed
- Tables will be cleaned prior to the next shift
- No self-serve food or utensils
- Assign Teachers classes to tables
- Approximately 100 Students/Staff will need to be social distance in the lunchroom per shift
  - Current tables with dividers will seat aprox 70 students/staff
  - Utilize elementary tables in the center of the lunchroom to seat approximately 30 more

## Daily Schedule Adjustments

- Elementary specials: music, library and guidance will take place in the general education classroom to eliminate passing in the hallway and eliminate multiple classes in common classroom spaces
- At the Jr/Sr High: Warrior Hour will begin the year in homerooms and adjust schedules throughout the year.
- Larger classes sizes and study halls at Jr/Sr HS will be moved to the Gym, Auditorium, Library, or Multipurpose room to allow for social distancing .
- If schedules permit we will try to increase 11/12th grade early release opportunities to reduce overall student numbers in the building.
- Lockers - students will be encouraged to stop at lockers first thing in the morning, at lunchtime and then after school
  - Student traffic at lockers and hallways will be reduced to a minimum to promote social distancing.

## Passing Periods/Hallway Procedures

- Elementary
  - Students will be required to wear facial coverings in the hallway
  - Students will be escorted by teacher at all times in the hallway
  - Group hallway passing will be limited to only necessary transitions
  - Students/Classes will walk on the right side of the hallway
  - Assigned line order using social distancing guidelines
  - Restrooms
    - Checkout system for students to use the restroom
    - Hand sanitize prior to leaving for the restroom
    - Wash after using the restroom
    - Facial covering worn to restroom is required
- Secondary
  - Students are required to wear face coverings in the hallway
  - Encourage students to carry their backpack and not use their lockers
  - No sharing of locker space
  - Students will travel on the right side of the hallway
  - Staff will stand in the hallway to monitor and enforce social distancing requirements



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- Restrooms
  - Checkout system for students to use the restroom
  - Hand sanitize prior to leaving for the restroom
  - Wash after using the restroom
  - Facial covering worn to restroom is required

## Social Distancing in classrooms

### Elementary

- Distance desks 6 ft apart as much as possible
- Space students at tables and provide plexiglass dividers if students cannot be 6 ft apart
- Early grade levels rotate carpet time to spread students out while at carpet
- Assigned carpet spots
- Assigned Seats
- Plexiglass dividers at small group tables at the elementary and rural buildings
- No visitors in classrooms or classrooms visiting each other

### Secondary

- Distance desks 6 ft apart as much as possible with assigned seating.
- In classrooms with tables, students will be socially distanced with assigned seating.
- Plexiglass dividers on tables for group activity in assigned seats
- Consistently assigned partners for partner/group work
- Larger classes/Study Halls will take place in the multipurpose room/auditorium/gym/outdoors
- No visitors in classrooms or classrooms visiting each other

## Transportation (Regular Routes & Extra Curricular Activities)

- Masks will be Required
- Buses will be fogged and sanitized after morning drop off and afternoon drop off
- Students will have assigned seating
- Siblings will be assigned to the same seat
- Students will be dismissed by the driver in an orderly fashion
- Maintain social distancing if possible

## Recess (Elementary)

- Classrooms will be assigned to playground zones for each day of the week. Classes will not intermix.
- Classroom Teachers will monitor recess
- Sanitize before and after recess.
- Classes will enter and exit assigned doors.
- Each classroom will have their own individual equipment to use for recess. Equipment will not be shared between classes.



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## Recess Zone Areas

### Warrior Hour(Secondary)

- Students will be in homerooms to teach Safety and Daily routine for the first 5-7 days.
- If students are in good standings increase 11/12th grade early release opportunities to reduce overall student numbers in the building.
- Develop a schedule for teaching Safety Protocols in a student's daily routine.

### Supplies

- No sharing of classroom supplies (pencils, markers, crayons, calculators, manipulatives, etc)
- No sharing of Art/PE/CTE supplies
- Library books: wiped down when returned and books will sit for 3 days prior to being put back into circulation
- Computers/Chromebooks/iPads: assigned 1:1, not sharing computers
- No cloth seating, bean bags, etc.

### Health and Safety Etiquette and Instruction

#### Direct instruction

- Teach handwashing
- Responsible distancing
- No water fountains in use. Students will use personal water bottles and will have access to bottle fillers (Elementary students will be given Delta Dental Water Bottles or they can supply their own).
- How to safely and properly wipe down surfaces
- No sharing of personal items, hand sanitizer, food items, etc.
- Responsible and safe use of facial coverings
- Hallway procedures, appropriate distancing while walking, hands to self
- Refrain from touching face
- Restroom Use and Proper Hand washing before and after restroom use

### Intervention and Extension Services (Special Education/Title 1/ ELP/ELL)

- Services take place in the classroom whenever possible
- 1:1 or small group service in pull-out setting if needed
- Sanitize hands prior to and after services
- Clean work space prior to services and after services
- Plexiglass dividers at small group work areas
- Minimize combining of grade levels/classes for services
- Distance students 6 ft apart during service times



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## Music

### Elementary:

- Music Class
  - Basic conceptual music skills will be taught as much as possible using techniques other than voice/singing
  - If group signing occurs classes will utilize larger spaces or outside and will social distance
  - Take place in general education classroom and music teacher will travel
  - Possibility of no Winter Concert
  - Equipment will only be used with one class each day or cleaned before the next class or individual student instrument bags will be implemented.
- Band
  - Individual lessons whenever possible
  - Small group if needed, following social distance requirements
  - Students have individual instruments - no sharing
  - Follow sanitation protocols before and after each lesson
  - Bell covers will be used

High School- See and follow Guidance sent out by IHSMA for grouping size and procedures

[Iowa High School Music Association Guidance Website](#)

[July 2020 IHSMA Guidance](#)

- General Music/Chorus
  - Utilize social distancing in individual lessons
  - Focus on fundamental skills
  - Possibility of moving Winter Concert to later in school year
  - Possibility of socially distanced outdoor concerts
- Band
  - Utilize social distancing in individual lessons
  - Focus on fundamental skills
  - Possibility of moving Winter Concert to later in school year
  - Students have individual instruments - no sharing
  - Follow sanitation protocols before and after each lesson
  - Bell covers will be used
  - Possibility of socially distanced outdoor concerts

## Physical Education

- PE: Equipment will only be used with one class each day or cleaned before the next class
- Students will sanitize prior entering PE and exiting PE
- Activities will take place outside as much as possible (weather permitting)
- Weightroom:



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- Cleaning equipment after each use
- Disinfected nightly with foggers
- Locker Rooms - guidance from athletic associations will be used during the school day.
  - Disinfected nightly with a fogger
  - Staggered times for use of locker rooms to maintain social distancing.
  - Per guidance from the IAHSAA and IGHS AU Locker room lockers will be locked shut.

## Assemblies/Field Trips

- No Assemblies until further notice
- No Field Trips until further notice

## Staff Expectations and Protocols -

### If a Staff Member Gets COVID

- Medical documentation required
- If additional leave is needed FMLA can be accessed
- If the staff member is asymptomatic but tests positive and the staff member's job responsibilities can be carried out remotely (classroom teacher, instructional associate, central office personnel, administration) then the staff member can choose to work remotely and not use sick leave or COVID Cares Act Leave.

### If a Staff Member is Quarantined because of direct exposure (15 minutes in a 6 ft radius without a mask) but does not have symptoms

- School staff can continue to work daily onsite. Temperature taken in the office on arrival, midday, and on departure. Masks MUST be worn at all times.
- Social distancing will be obtained (6ft or greater and less than 15 min)
- If symptoms develop at any time staff need to leave immediately.
- Medical documentation required

### If a Staff Member is or lives/cares for with someone who is considered high risk

- Staff member can access COVID Care Act Leave, personal sick leave, and FMLA
- Per administrative approval, staff member will work with district administration to meet job responsibilities from a remote setting
- Medical documentation required

### If a Staff Member does not feel comfortable coming back to school without a medical reason

- Work with district administration to identify supports that can be put into place
- Without medical documentation or an underlying health condition, COVID Leave and personal leave is inaccessible to staff
- Provide support and/or mental health resources for staff (district health insurance allows unlimited counseling visits)

PPE (masks) will be required for staff



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- Require face masks (and of course they can combine and use both if desired) in most situations; when working with students, in the hallways or other common areas, entering/exiting the building.

PPE Not required for staff to use when

- working independently (planning time, etc.)
- eating lunch
- outdoors and can maintain a physical distance of 6 feet+
- outside the regular school day (such as inservice time) if with a group of five or fewer in one room when a minimum of 6 feet of spacing between all adult individuals can be met.
- A documented health need exists and is detailed in writing on official letterhead or form from a licensed medical doctor.

Additional duties may be required and communicated by district administration

[Families First Coronavirus Response Act](#)

## Nurse/COVID Protocols

**Health & Safety: Identify or develop resources and training on how to ensure the health and safety of teachers/staff, students, and families in school.**

Goals:

- A. Resources on how to support health and safety of teachers, staff, students and families.
- B. Ensuring ongoing workplace safety b. Support mitigation strategies, and c. Monitor the health and safety of teachers, staff, students and families.

\*\*\*All information may change as the information available changes\*\*\*

## **TRADITIONAL PLAN**

\*\*\* (coming back to school will not look like previous years)

1. Nurse office will be equipped with designated areas for well students (i.e. injury) from ill students.
2. Students who take medications will not enter the area designated for ill students.
3. Any staff or student who starts to feel ill while at school will put on a mask prior to moving in the halls.
4. All students and staff will wash hands or use hand sanitizer prior to meals and after meals, as well as after coughing or sneezing.
5. All minor student injuries will be managed by staff in the classroom or at recess to reduce traffic in the nurse office.





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6. All students will be asked to carry a water bottle to minimize use of drinking fountains.
7. Hand sanitizer kiosks will be available in common areas. Wall mount hand sanitizers will be in each classroom.
8. Buses will be disinfected at the end of every route. .
9. All classroom instructors will be prepared to make their classrooms free of couches, rugs, bean bags, or other furniture that will not tolerate daily disinfectant procedures in the event the district needs to move to a hybrid plan.
10. Custodial PPE will be as previous for general cleaning of the facility. If there is a suspected Covid-related illness, building custodians and their supervisor will be notified. The area of contamination will be closed off until cleaned.

## **Building & Grounds**

### Entering / Exiting the Building:

1. Provide portable hand-sanitizing stations at designated entrances and common areas to promote regular hygiene.
2. Establish signage to inform parents/visitors about the protocols followed in the school buildings.
3. Ask parents to remain outside and call into the office when picking up students during the school day. Establish a system for walking primary students to the door to meet their parents.
4. Consider sectioning off common spaces i.e. multi-purpose rooms, gymnasium, library/media center, study halls, etc for social distancing.
5. Avoid large student gatherings i.e. assemblies, speakers, etc. when social distancing is not practical.
6. PE instructors will determine protocols for outside p.e. classes and protocols reflecting sanitizing strategies for equipment and appropriate social distancing will be determined by administration and or ElementaryPrincipal.
7. The use of the district's buildings/gymnasiums for traveling teams, community groups and other organizations will be at the discretion of administration.
8. Plastic shields/sneeze guards will be in place in the building's main office. Disposable masks will be available and visitors will be required to wear while in the building.

### Hallways:

1. Clean outside and inside door handles throughout the day as recommended by the local Public Health Department.
2. Add floor markings to direct foot-traffic flow and social distancing.
3. Close off drinking fountains except those that are for water bottles.
4. Reduce the number of time classes are in the hallway or passing between classes.
5. Monitor schedules so that students are not waiting outside special area classes to enter i.e. art, music, p.e. Be sure to leave time for staff to wipe down common surfaces.

## **General Health & Safety** Protocols General Guidelines



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1. Inform all staff, students, parents/guardians, and visitors the inherent risks associated with returning to school and the personal liability the individual(s) assumes when returning to learn or work in the school setting.
2. Provide universal instruction to all grade levels on how to properly wash hands or use hand sanitizer.
3. Inform appropriate staff, students, parents and visitors when a case of COVID19 is acknowledged in the building. Follow protocols established by the local Public Health Department for informing parents and the public as required.
4. Ask the Department of Health to review cleaning and sanitation protocols and to inservice all staff i.e. custodial staff, primary teachers, associates, etc. regarding those protocols.
5. Retrofit bathrooms to all no touch if possible. Also, provide extra cleaning in the highly used and touched areas. Review and encourage upgraded ventilation as appropriate throughout the building.
6. Consider postponing all large group assemblies and visitors as recommended by the Iowa Department of Health dependent on IDPH protocols.
7. Determine staffing options i.e virtual meetings for IEP meetings and other staffings.
8. Provide online registration options and classroom orientation meetings respecting social distancing guidelines.
9. Establish guidelines and protocols for students who come to school ill, have respiratory issues, have temperatures, need medications, etc. Guidelines will be posted electronically and either sent home with students or mailed to families.
10. School visitors i.e. college representatives, AEA personnel, salespersons, etc. will be requested to wear a mask while in the building. Virtual meetings should be encouraged and can be used for part-time AEA staff.
11. Any contaminated area will be thoroughly cleaned before use. Wait 24 hours or as long as possible before cleaning. Ensure safe and correct use and storage of cleaning and disinfectant products. Custodians will wear face masks, gloves and gowns when cleaning a contaminated area.

## **Classroom**

### **Staff:**

1. Establish a protocol for staff who are exposed to COVID19 for self containment at home before coming back to school.
2. Encourage all staff to remain home when they have indications i.e. temperature, sore throat, etc. that are symptomatic to COVID-19. Request a doctor's note when staff return to work after an extended absence.
3. Ask Public Health to review appropriate protocols and to inservice all staff. Protocols may include face masks, appropriate social distancing, classroom sanitizing, etc. throughout the day.
4. Staff are responsible for the assurances of social distancing, the use of masks, etc. as required in suggested protocols. .
5. Remove all stuffed furniture, bean bags, couches, etc. from the classroom that can't be sanitized on a



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daily basis.

6. Reevaluate parent/teacher conference options i.e. virtual conferences, shared folders of work, middle school/high school teachers reporting for their advisee or homeroom student on behalf of all teachers, etc.
7. Consider options for special education classes to reduce or minimize movement between classrooms.
8. The Librarian staff will have protocols for library books and other paper-based products that will not meet technology protocols. Shared technology will have cleaning protocols.
9. Consider student seating arrangement on ways to promote physical distancing. Set up classrooms with all desks facing the same way and reflecting social distance guidelines. Plexiglass dividers for lunch tables and in classrooms that do not have desks.
10. Consider options for students on behavioral plans when disruptions occur during the day to encourage physical distancing. Escalated students may not be cooperative with wearing a mask.
11. Supply classrooms with hand sanitizer that has greater than 60% alcohol.
12. Review the use of “shared” classroom materials i.e. in the classrooms and special area classrooms i.e. art.
13. If there is an exposure/contamination in the classroom, staff will notify administration and the school nurse, who will in turn notify custodians for proper cleaning and disinfection. If necessary, the classroom participants will meet in an alternative location for the remainder of the day.

## Students:

1. Develop a classroom protocol to address the use of PPE by students at school (e.g. safely storing masks when not in use).
2. Encourage students to wash hands or use hand sanitizer after coughing/sneezing.
3. Encourage students to wash hands or use hand sanitizer before and after meals.
4. Build in time between instructional transitions for students and staff to wash hands or use hand sanitizer and wipe down surfaces.
5. Encourage those students who have compromised health issues to utilize virtual classroom options. Require doctor’s permission for those students who have compromised health issues in order to return to the classroom.
6. Continue to communicate with local Public Health to review appropriate protocols for students. Protocols may include face masks, appropriate social distancing, classroom sanitizing, etc. throughout the day.
7. Encourage students to bring and use water bottles.
8. Use current CDC guidance and consult local Public Health when a student has a temperature during the school day or when a parent calls in and indicates their child has a temperature, sore throat, etc.

## Class Schedules

1. Review the options and recommendations for large group classes i.e. band, choir, large study halls, etc.
2. Consider alternative activities that promote physical distancing in physical education.



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3. Reevaluate and communicate with public health for the continuation and restructuring of large group performances i.e. vocal music, band, plays and musicals and their impact based on the established protocols.
4. Build in time between instructional transitions for students and staff to wash hands or use hand sanitizer and wipe down surfaces.

## Transportation

Continue to communicate with local Public Health to review cleaning and sanitation protocols and to inservice staff i.e. transportation director, bus drivers, coaches, associates, etc. regarding those protocols for buses and other school vehicles.

1. Investigate and recommend options for student transportation i.e. assigned seating, additional bus routes, etc., taking into account social distancing recommendations.
2. Provide parents the options of transporting their chil(ren) to school rather than riding a school bus.

## Co-Curricular Activities

1. Coaches, students and/or sponsors are responsible for self monitoring temperatures prior to practice and as they board the buses prior to departure.
2. Coaches will be given thermometers to check for temperatures if illness is suspected.
3. Coaches and/or sponsors are responsible for sanitizing all equipment, materials used during the co-curricular activity.
4. Coaches and/or sponsors responsible for the assurances of social distancing, the use of masks, etc. as required in suggested protocols.
5. Review the continuation of sports programs at schools i.e. pasta nights, team meals, etc.

## **Student/Staff Illness During a Pandemic Policy/Parent Letter**

It is essential for the Wapsie Valley Community Schools to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

## **Exclusion from School**

Students will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained:



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- A fever of 100.0° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell.

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Parents are discouraged from sending students to school when they are not feeling well.

If a parent tells the district that a student is ill, the district may ask the parent whether the student is exhibiting any symptoms of COVID-19. The district may take the temperature of students, employees and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill the district may make additional inquiries and may exclude the person from school property.

## **Wearing Masks and other Personal Protective Equipment (PPE)**

Persons who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to wear a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave. Any person is welcome to wear a mask or PPE in the school building unless it inhibits the person's ability to perform his or her job, inhibits a student's ability to participate in the educational process or is disruptive to the educational environment.

## **Return to School After Exclusion**

Once a student is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

**1. *Untested*.** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- A. They have not had a fever for at least 24 hours (no fever without the use of medicine that reduces fevers); **and**



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B. Other symptoms have improved (for example, when your cough or shortness of breath have improved); **and**

C. At least seven (10) calendar days have passed since your symptoms first appeared.

**2. Tested but are NEGATIVE. ( Person did not have direct contact-for 15 min or longer in 6 ft radius with a confirmed positive case)** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

A. They no longer have a fever (without the use medicine that reduces fevers); **and**

B. Other symptoms have improved (for example, when your cough or shortness of breath have improved); **and**

C. They have the negative COVID test result or an alternate diagnosis. (Documentation from the Dr. must be presented to the nurse prior to entry into school)

**3. Tested positive or had close contact with a positive case (any time from 48 hrs prior to the onset of that individuals symptoms):**

A. Student needs to stay home until 14 days after the last exposure

B. Maintain social distance at least 6ft from others at all times

C. Self-monitor for symptoms

D. Check temperature twice a day, watch for fever, cough, or SOB

Students may also return if they are approved to do so in writing by the student's health care provider or local Public Health may be contacted for assessment and approval to return to school if a health care provider is not available.

## **Siblings or Other Students in the Household**

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned and if they had close contact and or exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine especially if they have had direct contact with them ( 15 min or longer in 6 ft radius).

## **Self-Quarantine**

If a student has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the



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district may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

CDC Guidelines and Protocol for COVID-19 Related Symptoms and or Exposure.

Students should stay home if they have tested positive for or have had close contact with a person with COVID-19.

People with COVID-19 have had a wide range of symptoms ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus and may include:

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

Follow CDC guidance if symptoms develop.

Students if you feel healthy but recently had close contact with a person with COVID-19 you should. **QUARANTINE** and monitor your health.

--Employees if you feel healthy but recently had a close contact with a person with COVID-19 you can continue to come to work. Monitor your temperature with the main office, monitor for symptoms and if



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they arise you will leave the school immediately. Wearing a mask at all times and remain 6ft away from others. If you remove your mask you will need to be away from others.

--Students stay home until 14 days after your last exposure.

--Check and record your temperature twice a day and watch for symptoms.

-- Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

--If you have been diagnosed with COVID-19, are waiting for test results, or have cough, fever or shortness of breath or other COVID-19 symptoms ISOLATE yourself from others.

--Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others.

-- In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom if available.

--If you recently traveled from somewhere outside the United States on a cruise ship or river boat check with local public health to see current travel recommendations regarding COVID.

## **During this 14-day period take these steps to monitor your health and practice social distancing:**

- Take your temperature with a thermometer two times a day and monitor for fever.

Watch for cough or trouble breathing. Log your temperatures.

- Stay home and avoid contact with others for all students in close contact. Do not go to work if you are symptomatic.

- Do not take public transportation, taxis, or ride-shares.





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- Keep your distance from others (about 6 feet or 2 meters).

## Staff Illness During a Pandemic Policy

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 the school environment and in the community while still providing a quality education program

Wapsie Valley Schools will be working closely with local Public Health Departments.

### Exclusion from School

Employees will be excluded from school if they test positive for COVID-19 or exhibit two low risk symptoms or one high risk symptom of COVID-19 based on [CDC Guidance](#) that is not otherwise explained:

1. A fever of 100.0° F or greater
2. Cough- high risk
3. Shortness of breath or difficulty breathing-high risk
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell- high risk

### Screening

The current CDC guidelines do not require screening of all employees for COVID-19 prior to entering a school building. The district will communicate information to employees about the symptoms of COVID-19 and require them to self-screen prior to coming to school. Employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

#### *Temperature-Based Screening*

Using temperature checks for screening purposes is controversial. Many people with COVID-19 are asymptomatic or never have a fever. If the district were to screen for temperatures, these efforts will not eliminate the risk in the building and may give a false sense of security to those entering the building.

If self-screening is not preventing ill staff from coming to work, the district may consider other options such as requiring employees to take their own temperatures and report them to a supervisor prior to coming to school



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each day.

## **Medical Inquiries**

If an employee tells the district that he/she is ill, the district may ask whether the employee is exhibiting any symptoms of COVID-19. The district may take the temperature of employees on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill the district may make additional inquiries and may exclude the person from school property.

## **Wearing Masks and other Personal Protective Equipment (PPE)**

Some employees may be required to wear PPE when directed to do so by the employee's supervisor or administration. In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to wear a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave. Any person is welcome to wear a mask or PPE in the school building unless it inhibits the person's ability to perform his or her job.

## **Self-Quarantine**

If an employee has recently had close contact ( for 15 min and within 6ft )with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the district may exclude the employee from the school building and recommend that they self-quarantine for 14 calendar days.

## **District Response to Exclusion from School or Self-Quarantine**

As soon as the district becomes aware of a student or employee that may have COVID-19 or that has been excluded from school or recommended to self-quarantine, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

## **Isolation Room Protocol**



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CDC provides guidance on an isolation plan if someone arrives or becomes ill at school. The definition of **isolation** is “separates sick people with a contagious disease from people who are not sick” (CDC 2017).

**Isolation Area:** The designated area in both Wapsie Elementary buildings will be the Warrior Way Rooms. At the Wapsie Valley Jr/Sr High School we will utilize the bathroom in the nurse’s office.

- The school nurse will be able to monitor the student in the isolation room.

### **Isolation Procedure:**

- Any suspected COVID case is immediately brought to the isolation room
- The following symptoms will be considered as needing isolation:
  - Fever >100.0- -Chills --Nasal Congestion--Runny Nose--Shortness of breath--Diarrhea
  - Nausea/Vomiting--Fatigue
  - Headache--Muscle or Body aches--New loss of taste or smell--Signs and symptoms of Rash, and or Red eyes
- The use of masks for persons with symptoms of illness and fever if tolerated by the person and developmentally appropriate.
- If the school nurse deems that the student is in distress, based on the physical exam, the nurse or staff member will call 911 immediately. Symptoms prompting a 911 call include, but are not limited to:
  - Shortness of breath or difficulty breathing
  - SPO2 <95% in a student without an underlying respiratory condition -Persistent pain or pressure in the chest
  - Confusion or change in behavior
  - Altered level of consciousness
  - Circumoral cyanosis or change in coloring to face and/or extremities
  - Inability to stay awake
- Should the school nurse or staff member determine that the student should be sent home, they will contact the student’s parent/guardian or emergency contact. Pick up will occur within 30 minutes.



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- Should the isolated student need to use the restroom, the student will use the restroom located in the nurse's office. The restroom will not be available for use for any other staff or student until it has been disinfected appropriately. Notification will be posted on the restroom door stating that it is closed. The sign will be removed from the door once the restroom has been properly disinfected.
- Students will exit the building through the main entrance at all buildings while they are masked and escorted via school nurse or school secretary.
- School Nurse or staff member will provide parent/guardian instructions regarding the need to home isolate and visit the student's health care provider.
- Remember schools are not expected to screen or identify cases of COVID-19. Our local Public Health offices will help notify those individuals and will follow up with next steps!
- The isolation room will be disinfected once the student leaves.



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## COVID-19 Response: When to Quarantine For Business, Education, and Child Care Settings

For non-healthcare, non-residential settings, quarantine is no longer recommended if a potential exposure occurs while both the infectious individual and the close contacts are wearing face coverings consistently and correctly.

- In all scenarios below, an individual is considered a **close contact** when they have been within **6 feet of the COVID-19 positive individual for 15 minutes.**
- Individuals who are a **close contact due to exposure to a household member are required to quarantine for at least 14 days.** Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.
- **Individuals who have COVID-19 must isolate for at least 10 days.** Isolation keeps someone who is infected with the virus away from others, even in their home.
- Acceptable face coverings are described in CDC guidance available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

### Everyone Masked

When a masked individual tests positive and close contacts were wearing masks...

**ISOLATE**

**COVID Positive**

**SELF-MONITOR**

**Close Contacts**

### Close Contacts Masked

When an unmasked individual tests positive and close contacts were wearing masks...

**ISOLATE**

**COVID Positive**

**QUARANTINE**

**Close Contacts**

### Some Close Contacts Masked

When a masked individual tests positive and SOME close contacts were wearing masks...

**ISOLATE**

**COVID Positive**

**QUARANTINE**

**Close Contacts**

**SELF-MONITOR**

**Close Contacts**

### No One Masked

When an unmasked individual tests positive and close contacts were NOT wearing masks...

**ISOLATE**

**COVID Positive**

**QUARANTINE**

**Close Contacts**