



WINFIELD R-IV SCHOOL DISTRICT

RE-ENTRY PLAN

2020-2021

IN RESPONSE TO COVID19

INTRODUCTION

The Winfield R-IV School District administrative team employed a committee approach to organize and develop systems in place for the District's reopening amid the COVID19 pandemic. The goal of this process was to produce a plan to promote superior instruction for all students and foster trusting relationships between all stakeholders while reducing the impact of COVID-19 conditions during the upcoming school year. Our administrative team has met weekly throughout the summer months to collaborate and plan for our students' re-entry addressing the following areas:

- Academics,
- Personnel,
- Health and Wellness,
- Facilities and Technology,
- Communications
- Transportation
- Morning student arrival and supervision

Throughout the process, input provided by parents, guardians, employees, and students through the Feedback Survey for Reopening School Fall of 2020 was utilized. Additionally, the District gathered information and guidance in weekly meetings with the Lincoln County Health Department throughout the planning process. In addition to the Lincoln County Health Department, the guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), The Department of Elementary and Secondary Education, the Department of Health and Senior Services, and other federal, state and county agencies or resources.

The product of this effort is the creation of a realistic, balanced, and sustainable plan for the 2020-2021 school year. The plan is fluid as the situation around COVID19 continues to evolve. Updates and modifications to this plan will be made as necessary

TIERED APPROACH FOR INSTRUCTION

For the 2020-2021 school year the District will utilize a tiered approach for instruction. Information and direction about the tiers will be sent to all employees, students, and parents before implementation. Please reference the summary of the two possible tiers of instruction below.

TIER 1		<ul style="list-style-type: none"> • In-person learning offered to all students with additional safety guidelines • Families may complete an application process requesting virtual instruction for a minimum of one quarter in grades K-5 and minimum of one semester for grades 6-12. • May include short term closures as necessary. During short term closures all students receiving in person instruction will move to virtual instruction provided by Winfield R-IV staff.
TIER 2	<ul style="list-style-type: none"> • State or local long term closure order. • Evidence of District-wide transmission of COVID 19 and recommended closure by LCHD. • Evidence of widespread community transmission in Lincoln County and recommended closure by LCHD. • Low staff and/or student attendance. 	<ul style="list-style-type: none"> • All students will receive distance learning.

ACADEMICS

TIER 1-ALL STUDENTS OFFERED FULL TIME INSTRUCTION WITH A VIRTUAL INSTRUCTION APPLICATION PROCESS OPTION

- **IN PERSON ACADEMIC OVERVIEW**

STUDENT SCREENING AND REPORTING PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, parents/guardians are asked to monitor their child for COVID 19 symptoms daily. COVID 19 symptoms include:

- A fever (100 degrees F or higher), or a sense of having a fever (flushing)
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

If a student is experiencing COVID 19-like symptoms the student should stay home and the parent/guardian should report the absence and symptoms to their child's school office.

Additionally, parents/guardians are asked to contact the school office if their child has been exposed to COVID19 in the last 14 days or is seeking testing for COVID 19.

SOCIAL DISTANCING

In the school setting maintaining a physical distance of six feet or greater between individuals at all times is not possible but the District will utilize and encourage social distancing between individuals, where feasible.

PREVENTIVE HYGIENE AND FACE COVERINGS

Students will be asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds for sanitizing hands. When hand washing is not an

option, hand sanitizer with at least 60% alcohol content will be used and will be available in each classroom, office and other locations throughout each building.

Additionally, students should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. Students should cover their mouth or nose with a tissue when coughing or sneezing or use the inside of their elbow.

Students will be provided information and training on preventive hygiene.

Students in all grades will be required to wear a face covering while riding a bus, entering and existing the building, in hallways, restrooms, and common areas. Face coverings will not be required during times of physical exertion such as physical education and recess.

ARRIVAL PROTOCOLS

Parents will not be allowed to walk students into the building. Students and parents must separate at the entry door to the buildings.

STUDENT DEVICE ACCESS

The school district utilizes Chromebooks for instructional purposes in all grade levels. All Middle School and High School students will be assigned a Chromebook at the beginning of the school year which will travel to and from school with the student daily. Students in grades K-5 will be assigned a Chromebook at the beginning of the school year which will remain at school unless a district closure is foreseen. In the event that the district closes for a period of time, Chromebooks with protective case and charger cord will be provided to all students in grades K-5. The district will provide school parking lots on the high school and middle school campuses which will have access to the district wireless network for families who do not have internet access.

SPECIAL EDUCATION

IEP teams will determine appropriate services based upon the current situation. This could be accomplished by adapting the Service Summary IEP page and Notice of Action.

HOMELESS STUDENTS

All identified homeless students will be generated a class schedule and provided instruction as all other students. All other technology and accommodations will be provided by the district of origin.

ENGLISH LANGUAGE LEARNERS

ELL teams will determine appropriate services based upon the current situation. ELL teacher swill join virtual meetings to provide support to students. In addition, ELL teachers will conduct one on one instruction and check ins with students/parents.

STUDENT REPORTING DURING VIRTUAL INSTRUCTION

Students are expected to have daily engagement with courses and teachers during a virtual learning environment. If there is no contact/activity by a student during the week, teachers will email the student/parent and document in SIS parent contact log. If no contact after 2 weeks, the teacher will call the parent and document in SIS. If no contact after a parent call has been made, the teacher will notify the administration with a list of no-contact students. Administrators will attempt to contact parents and or conduct a home visit if necessary and will notify the proper authorities if necessary.

STUDENT LEARNING EXPECTATIONS

Grade Level	Daily Virtual Learning Time	Daily Virtual Learning Time Could Include:
K-5	*Not to exceed 15 minutes per content area (Reading, Math, Science, SS, Writing/Word Work and Combined Sparkle (Art, Music, PE)	*Content based activities that encourage reading, writing and problem-solving. *Learning activities could include responding to documents and/or videos posted to the District learning platform by the teacher.
6-8	*Not to exceed 20 minutes per course per content area (ELA, Math, Science, SS and Combined Electives)	
9-12	*Not to exceed 30 minutes per course	

Note: These are approximations. Learning is measured by the student's engagement and understanding of the content, not necessarily the time spent learning.

STAFF LEARNING EXPECTATIONS

Certified staff will be responsible for delivering daily virtual instruction that meets Student Learning Expectations. Teachers will record lessons and provide frequent and timely feedback to students. Live lessons and learning opportunities may also be utilized at times through Google Meet. Daily and weekly announcement/assignments will be distributed to students by 9 a.m. on Mondays via email and/or Google Classroom. Grades will be updated at minimum every two weeks. There will be minimum requirements established regarding how instructional materials will be communicated and updated. Teachers will be responsible to meet regularly with their collaborative teams in a timeframe that is commensurate of a typical week of in-person learning.

TRANSPORTATION

The school bus is often the student's first point of contact with the school in the morning and the last point of contact in the evening. We must adhere to protocols used in student transportation to minimize the spread of COVID-19 virus and protect both students and employees. We have adapted these guidelines and protocols with the most current guidance and recommendations from the CDC, EducationPlus, the Missouri School Board Association (MSBA) and the Lincoln County Health Department.

RIDING ON THE BUS

The following protocols have been established to combat the spread of COVID-19 and ensure contact tracing:

- Requiring drivers to wear face coverings during transportation

- Requiring students in grades 4-12 to wear face coverings during transportation.

- Requiring students in grades K-3 wear face coverings during transportation.

- Requiring seating assignments for all students.

- Requiring siblings from the same household to sit together in the same seat.

- Allowing and encouraging alternative transportation arrangements, such as riding with a parent.

SCHOOL BUS SAFETY

- Modifications to Transportation - MSBA Pandemic Recovery Considerations: Re-entry and Reopening of Schools page 55, Lincoln County Health Department: School Guidance and Planning for COVID-19 page 6

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- o Restricting any eating or drinking on the bus.

- o Keeping windows open to allow for air circulation when feasible.

- o Encouraging students to use hand sanitizer upon entry and exiting the bus.

We realize this may be a difficult adjustment for some families, and we appreciate your understanding and support during these unprecedented times.

MORNING STUDENT DROPOFF

- No students will be allowed to enter the buildings more than one hour prior to the start of the school day. 6:45 a.m. for Middle and High School, 7:15 a.m. for Primary and Intermediate
- Grab and go breakfast style will be implemented. Students will eat in their classrooms and trash cans will be placed throughout the building.
- Teachers will be ready to accept students into their classrooms at 7:45 a.m.
- Teachers will identify any students with symptoms to send to the nurse. Question to be asked to all students: Do you have any of the following: fever, chills, shortness of breath, cough, fatigue, muscle aches, headache, sore throat, nausea, diarrhea, runny nose, loss of taste or smell?
- Monitor restrooms, hallways, cafeteria, playground to limit the number of students in one area. Scheduled routines will be maintained for these areas.

HEALTH AND WELLNESS

HEALTH PROTOCOL

If an employee, student, contracted service provider or visitor becomes ill while on District property and is exhibiting symptoms of COVID19, they will be required to leave District property as outlined below.

Employees returning to work from an approved medical leave will contact their building administrator. Employees will be asked to submit a note from the health department or a healthcare provider before returning to work.

PROBABLE CASE OF STUDENTS/STAFF IDENTIFIED

Isolate/Quarantine Probable Employee/Student

Immediately separate employee or student until they can leave the building or be picked up. Staff should follow internal infection prevention policies regarding the use of PPE when interacting with these individuals. Any need for testing will be determined by the individual's healthcare provider.

Address and Isolate Employees/Students Working Near an Infected Coworker/Classmate

Ask infected employees/students to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (15 minutes or more to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared tools or other items) with them during the 48-hour period before the onset of symptoms. Send home all employees/students who worked closely with the infected person and have been identified as close contact by the Lincoln County Health Department for a period of time as identified by the Lincoln County Health Department under the CDC Guidance to ensure the infection does not spread. While quarantined, those employees/students should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop. Students and staff who show symptoms of COVID19 will be required to leave the district and may return following 10 days of quarantine, or a release to return to school from a medical professional.

Clean and Disinfect Workplace

After a confirmed COVID19 case, follow the CDC guidelines for cleaning and disinfecting the workplace. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

Notify Possible Contacts

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees/students who were in the location or area where the employee/student was located of the situation without revealing any confidential medical information such as the name of the infected person (unless it is an employee and they have signed an authorization to disclose his or her diagnosis) inform staff/students/parents of the actions you have taken, including requiring employees/students who worked closely to the infected person to go home. Let the possible contacts know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms.

PROTOCOL FOR COVID-19 SCREENING

If an employee, student, contracted service provider or visitor becomes ill while on District property and is exhibiting symptoms of COVID19, they will be required to leave District property as outlined below.

Exclude from school if a student or staff member exhibits

ONE of the following symptoms:

- New or Worsening Cough**
- Shortness of Breath**
- Difficulty Breathing**
- new olfactory disorder, new taste disorder**

OR

At least TWO of the following symptoms:

- Fever** (greater than 100)
- Congestion or runny nose**
- Chills**
- Rigors** (a sudden feeling of cold with shivering accompanied by a rise in temperature, often with copious sweating, especially at the onset or height of a fever)
- Myalgia** (Pain or tenderness in one or more muscles which can involve any area of the body)
- Headache**
- Sore throat**
- New Loss of Smell and Taste**
- Diarrhea, Nausea, Vomiting**
- Fatigue** (Feeling overtired, low energy, a strong desire to sleep that interferes with normal daily activities.)

PROTOCOL FOR PROBABLE CASES

If an employee or student becomes ill on campus/district, he/she will immediately report to the building nurse's isolation room. Staff should follow internal infection prevention policies regarding the use of PPE when interacting with these individuals. Any need for testing will be determined by the individual's healthcare provider.

Once the employee or student arrives at the isolation room, immediately provide them with a mask. Nurse will explain that this is to help protect other employees and students and prevent the spread of the potential virus.

Students

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- The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to contact their healthcare provider for testing.
- The nurse will also notify the building administrator.
- The administration staff will follow up with the family of the student.
- The nurse must complete the Suspected COVID-19 Case Form for the local health department.
- The isolation area and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Staff

- The nurse will direct the ill employee to leave work and encourage them to contact their healthcare provider for testing.
- The administration staff will follow up with the staff member.
- The nurse must complete the Suspected COVID-19 Case Form for the local health department.
- The isolation area and suspected employee's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

The probable case student or employee may return to the campus by one of the following ways:

1. Negative swab (no known exposure).
2. Alternate diagnosis and medical release from doctor. (no known exposure).
3. If a student or employee chooses not to get COVID-19 tested or seek medical advice for an alternate diagnosis they will be required to quarantine as a presumed positive.

PROTOCOL FOR POSITIVE COVID-19 CASES

When the school district is notified of a positive COVID-19 case, the case will be verified with the local health department by administration. Students or employees may return after the following criteria is met.

1. 10 days since symptoms first appeared; and
2. An improvement in respiratory symptoms (cough, shortness of breath, etc); and
3. A minimum of three days (72 hours) have passed with no fever without the use of fever reducing medications.

If a student or staff member is determined to be a COVID-19 positive case by their health care provider or local public health department and do NOT have symptoms they can return back to school 14 days since the student/staff member was tested.

Students or staff who have symptoms (may be presumed positive) but do not follow up with a healthcare provider for testing can return to school after:

1. 10 days since symptoms first appeared; and
2. An improvement in respiratory symptoms (cough, shortness of breath, etc); an
3. A minimum of three days (72 hours) have passed with no fever without the use of fever reducing medications

Employees returning to work from an approved medical leave will contact their building administrator. Employees will be asked to submit a note from the health department or a healthcare provider before returning to work.

INTERNAL CONTACT TRACING

Infected staff/students will need to identify others who were within 6 feet of them, for 10 minutes or more cumulatively, within the 48 hours prior to symptom onset or test date. The administration team will notify all employees/students who were determined to be close contacts of the situation without revealing any confidential medical information. Administration will inform staff/students/parents of the actions you have taken, including requiring employees/students who worked closely with the infected person to go home. Let the possible contacts know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms.

Close contacts will be required to:

- Stay home until 14 days after last exposure and maintain social distance (at least six feet) from others at all times.
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow health care provider or Health Department guidance if symptoms develop
- An employee or student may return to the district 14 days after last contact with an infected individual AND a medical release from a county health department or health care provider.

EMPLOYEE OR STUDENT EXPOSED TO COVID-19 BY HOUSEHOLD MEMBER

An employee who has a household member who has tested positive for COVID-19 will not be able to report to a district building for 14 days from the employee's last contact with the positive household member. The employee should contact his/her health care provider and the Health Department for guidance and should self-monitor for symptoms. The Superintendent or his designee may grant employees who are able to perform the duties of his/her position permission to work remotely. A release must be provided from a county health department or health care provider.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Winfield R-IV School District recognizes the importance of social and emotional well-being of students and staff as it relates to the COVID19 crisis. Accordingly, Winfield R-IV School District is committed to supporting the social and emotional wellness of our students and staff. Buildings will be offering resources and additional support to assist students and staff as we transition back to school. Support may include Social and Emotional (SEL) learning, relationship building, school community building and access to mental health/wellness services.

Families and schools will need to partner together to check how students are feeling and assess their individual needs to provide the support our students need. If you have any concerns, please reach out to your child's school.

COMMUNICATION

COMMUNICATION METHODS

The District uses multiple platforms to communicate with families. It is important that all contact information for students, parents, and guardians be up-to-date in our student information system. Please be sure to complete your child's back to school forms to update this information. The below are ways the District will communicate the most up-to-date information:

- Teachers, students, and parents/guardians need to check their email often.
- Visit our district website, www.winfield.k12.mo.us
- Follow our social media platforms
 - Facebook - @Winfield R-IV School District
 - Remind
 - District text alert system using your cellular device

Closures and emergencies will also be communicated via local television and radio news outlets.

NOTICE OF COVID19 EXPOSURE

The Winfield R-IV School District will follow guidance from the Lincoln County Health Department when notifying families of possible exposure to COVID19 cases. The District will

not share personal health information or personally identifying information with the community at large.

PERSONNEL

EMPLOYEE SCREENING AND REPORTING PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, employees are asked to self-monitor for COVID19 symptoms daily. COVID19 symptoms include:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

Additionally, employees will be required to complete a daily temperature check upon arrival at work. All employees will complete a temperature screening immediately after arrival at their work location. Any employee with a temperature of 100 degrees Fahrenheit, or higher, will be sent home.

Further, District software systems, including Time Clock Plus and SISK12, will contain a reminder regarding self-monitoring for symptoms.

REPORTING PROTOCOLS

Any employee experiencing COVID19-like symptoms should report their symptoms to their supervisor or administrator immediately. The administration/supervisor will relay the information to the superintendent. Employees who are experiencing symptoms should not report to work. If an employee starts to experience COVID19-like symptoms while at work the employee should leave work immediately after notifying their building principal.

Employees who believe that they have been exposed to COVID19 in the last 14 days or who seek testing for COVID19 must report this information to his/her supervisor immediately. The supervisor will relay this information to the superintendent.

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PREVENTIVE HYGIENE

Employees are asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content should be used and will be available in each office and at various locations throughout each building.

Additionally, employees should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. Employees are also asked to cover their mouth or nose with a tissue when coughing or sneezing or use the inside of his/her elbow.

Employees will be provided information on preventive hygiene.

SOCIAL DISTANCING

District employees will maintain a distance of approximately 6 feet from others, where feasible. The District recognizes that in a school setting maintaining such a physical distance at all times is not possible and student safety and needs may require close proximity.

PROTECTIVE EQUIPMENT

In order to minimize exposure to COVID19, protective equipment may be needed to prevent certain exposures.

Protective equipment for District employees will include:

N95 Masks: N95/K-N95 masks will be provided to nurses and any custodial staff members who will be deep cleaning a building following a confirmed positive COVID19 case.

Other Face Coverings: Face masks/shields are an important part of employee protection. Employees are required to wear masks/face coverings while at work when a distance of at least 6 feet from others may be difficult to maintain. Employees will not be required to wear a mask while working in isolation in an office, room or hallway.

Cloth (non-medical) face coverings will be provided to each employee and additional masks/face coverings will be available in each office. Additionally, clear face shields have been ordered and will be made available to employees upon arrival. Employees may also use their own mask or face covering if desired.

Gloves: Gloves will be provided to nurses, custodial staff members, and other employees as necessary.

Gloves will be available in the nurses' offices, each classroom, buses, and in the custodial area.

Plexiglass : Plexiglass sneeze guards are being installed for employees who may be forward facing with the public. This is for positions with large traffic areas open to the public (building EOP, District offices, etc.).

Additional plexiglass dividers may be available for student services or instruction as needed.

It is important that employees remember that touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need for hand washing.

Employees who are required to wear gloves will be provided with information on the proper removal of gloves to reduce the risk of being exposed to contamination.

Some employees may be required to wear additional protective equipment for specific assignments and will be provided instruction on doing so.

Employees should continue to practice social distancing, whenever feasible, even with the use of protective equipment.

EMPLOYEE TRAINING

It is important that all employees understand the safety requirements, protocols, and expectations. Winfield R-IV will provide employee training based upon national, state and local agency guidance and resources.

The training plan will be structured to effectively disseminate information to employees.

1. Pre-Return to School training -

Presented remotely via SafeSchools to ensure understanding and preparedness to align with this plan.

2. Back to School Training/Orientation

Align protocols and procedures with this plan.

Content Covered will include:

1. Coronavirus awareness
2. Preventive measures
3. Daily self-screenings
4. On-site health screening expectations
5. Reporting requirements
6. Confidentiality expectations
7. Isolation protocols
8. Disinfecting areas and objects
9. Protective equipment

Additional position-specific training may be required. Training topics may be reinforced with signage in the buildings.

TRAVEL RESTRICTIONS

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Winfield R-IV will minimize staff travel to conferences and professional development until further notice unless pre-approved by the superintendent.

Winfield R-IV will follow recommendations of the CDC and Lincoln County Health Department with respect to travel restrictions. At this time, any employee or student who travels internationally or via cruise ship will not be allowed to report to District property for 14 days from the date of return. Employees must report international or cruise ship travel to their supervisor.

As the situation with COVID19 continues to evolve, travel restrictions and corresponding District reporting requirements may change. Please stay up-to-date on travel restrictions imposed by the CDC, Missouri or LCHD and plan to quarantine accordingly should additional restrictions be imposed. An employee who is required to self-quarantine as a result of personal travel should contact the superintendent to discuss leave implications.

EMPLOYEE MEETINGS

Employee meetings will utilize social distancing of 6 feet or greater and/or will be held virtually. If a meeting cannot be held virtually and/or social distancing cannot be maintained, in person participants are encouraged to wear masks/face coverings.

FOOD SHARING

Bringing or sharing refreshments during celebrations, meetings etc. poses a risk of contamination. Any food brought into the building to share with other employees or students should be limited to prepackaged items or items prepared and provided by Chartwells.

INTRADISTRICT TRAVEL

Administrators are asked to minimize the scheduling of shared staff members to be in different District buildings on the same day, to the extent possible. Each staff member who enters a building that is not their primary work site should report to the main office or reception area and be entered into the building's attendance record. The employee should also be temperature screened if not previously screened in another building.

SUBSTITUTES AND INDEPENDENT CONTRACTORS/VENDORS

Substitutes, independent contractors and other vendors who will be working in District buildings and/or in contact with District students are expected to follow the screening procedures for employees and be entered into the building's attendance record. Any such individual who is experiencing any COVID19-like symptoms, is seeking a diagnosis for COVID19, or tests positive for COVID19 should contact the building administrator, supervisor, or director.

Additionally, these individuals are expected to follow the travel restrictions and preventive hygiene, social distancing and protective equipment protocols for employees.

EMPLOYEE REPORTING DURING CLOSURE

In the event of a short term closure, custodial and maintenance staff will report to the building affected for deep cleaning once the COVID19 positive individual has been absent from the building for at least 24 hours. All other building classified staff members will not report to the

building affected and may be directed to perform duties remotely. Certified staff members will provide distance learning instruction.

In the event of a long term closure, Certified and Classified staff will provide distance learning instruction.

REMOTE WORK EXPECTATIONS

Employees may be granted permission, or directed, by their supervisor to work remotely as necessary.

An employee may not work any overtime hours while working remotely unless granted prior approval by his/her supervisor. Any employee who is assigned to work remotely who does not have sufficient internet connectivity to perform all duties of their position should notify their supervisor.

IN-PERSON-ONLY POSITIONS AND DUTIES

If the District should have to close campuses, full time positions and activities may be impacted. The District's intent is to pay all individuals or re-assign duties to ensure that services are still provided to all students and that pay remains as budget allows. Should the budget be impacted in a way that the District cannot afford standard operating procedures, employees will be communicated with in advance.

FACILITIES

VISITOR AND VOLUNTEER RESTRICTIONS

The safety of our staff and students remains the District's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will be limited and allowed by appointment only whenever feasible. Parents/Guardians will be allowed by appointment for meetings only (scheduled virtually when possible) and the District will not permit guests for lunches.

All visitors will enter through the office or reception area and adhere to safety/security protocols including, but not limited to, completion of a temperature check and being entered into the building attendance record.

FACILITIES CLEANING

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.

GENERAL DISINFECTION MEASURES

Category Area Frequency Responsibility

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Workspaces Classrooms, Offices

At the end of each use/day Primary Occupant/Custodian

Appliances Refrigerators, Microwaves, Coffee Machines

Daily Primary Occupant/Custodian

Electronic Equipment Copier machines, Shared computer

At the end of each use/day and/or between use Primary Occupant

monitors, TV's, Telephones, keyboards General Used Objects Handles, light switches, sinks, restrooms

At least 4 times a day Primary Occupant/Custodian

Buses Bus seats, handles/railing, belts, window controls

At the end of each use/day Bus Driver, Custodian

Common Areas

Cafeteria, Library, Conference rooms, Gyms, Common Areas

At the end of each use/day; between groups Custodian

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

GENERAL DISINFECTION MEASURES PROTOCOL

General disinfection measures will be followed regularly. Germicidal will be used on a daily basis, with trained custodial staff. Night custodians will use the Pandemic procedure. All areas will be Fogged using Electrostatic Sprayers.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an individual who has been in the building is identified as positive for COVID 19 based on testing.

PERSONAL WORKSPACE/CLASSROOM

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All teachers and students are asked not to visit classrooms outside of their team or grade level, to the extent possible. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Sanitizing wipes will be available in each classroom and office. If wipes need to be replenished in a room/office the employee must notify a custodian or the building principal.

SHARED WORKSPACE

Employees are encouraged to disinfect shared work spaces throughout the day, giving special attention to commonly touched surfaces. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces. Winfield R-IV has alcohol-based hand sanitizers throughout the workplace and in common areas. The Winfield R-IV Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant should be used when cleaning individual workspaces.

Copiers and Office Equipment and Devices – Offices should limit the number of users of copiers and common office equipment/devices, as feasible. Wipes will be placed next to commonly used equipment and devices such as copiers and time clocks. Employees will be asked to wipe the surface before and after use and signage will be posted with reminders or restrictions, as applicable.

RESTROOM USAGE

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

SIGNAGE

Appropriate signage related to COVID19 protocols will be placed throughout the offices and schools.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
2. Confirm a supply of gloves and other protective gear.
3. Thermometers and temperature tablets on-site at each building.

Building Specific Re-entry Plans

PRIMARY/INTERMEDIATE

- Restrooms will be assigned to specific grade levels to eliminate cross contamination.
- Social distancing will be used as often as possible.
- Face coverings will be given to each student and staff member, but will be required only if symptoms are present.
- Water fountains will be shut down and bottle fillers will be installed and used.
- Water bottles will be provided to the students at the start of the year.
- Recess will be monitored and assigned sections will be provided for each class.
Example: Big Playground, back playground field, front circle.
- Assemblies will be performed virtually or live streamed and will be held by grade level only.
- The nurse will maintain to locations: Pandemic Symptom Location and Minor/ Cuts/ Medication Location.
- Sneeze guards will be installed in the office.
- All parent pick-ups will be performed outside of the school building.
- Attendance Incentives and Recognition will not take place this year.
- Classroom Design will look different due to using easily disinfected materials and to optimize social distancing
- Entering and exiting School will be specific to each grade level.

MIDDLE SCHOOL

Entering the Building:

- No students in the building until 6:30 a.m.
- The 6th and 7th grade students will enter the building through the main entrance doors of the building. The 8th students may enter the entrance to the 8th grade building. The gymnasium doors will not be used for the 2020-2021 school year.
- Students who are eating breakfast will go immediately into the cafeteria to get their food OR they will select a grab and go breakfast and continue to their first-hour class. Students' not eating breakfast will report directly to their first-hour class.
- Students eating breakfast will be seated in the cafeteria with no more than six students to a rectangle table and no more than four students to a circular table. If the tables are full, students eating breakfast will go to the library to eat.
- Before students/teachers enter the classroom temperatures will be taken. Teachers will do a self-temperature check before entering the classroom. The teacher will then take the temperature of their first hour students. Any student/teacher with a temperature will be sent to the nurse for a second temperature check. If a temperature is validated they will be

sent home. A temperature of 100 degrees will be considered a temperature. Teachers ask the following: Do you have any of the following: fever, chills, shortness of breath, cough, fatigue, muscle aches, headache, sore throat, nausea, diarrhea, runny nose, loss of taste or smell? Administrators will be notified immediately.

- Students/Teachers who have been identified with a fever or symptomatic will be sent immediately to the nurses' office. A district provided mask will be provided and the student will be required to wear it while waiting for their parents to pick them up. The students' parents will be notified and the student will be sent home.
- At 7:16 a.m. 6th and 8th grade, students will be released for their four-minute passing time and will return to class by 7:20. At 7:20 the 7th grade students will be released for their four-minute passing time and will return to class by 7:24 for the start of the first hour.

Restrooms:

- No more than five students will be allowed in a restroom at one time. A teacher(s) will be placed on duty to monitor the flow of students in and out of the restroom during passing times.
- The custodial staff will sanitize all restrooms at least twice a day to help minimize the spread of sickness. They will maintain a cleaning log to document times of cleaning.

Hallways:

- At no point during class time should more than one student be released to go to the restroom or any other area of the building.
- All students will be required to sign out of the class on the hallways sign-out form and all students must have a grade level colored pass.
- Grade levels will be released on a staggered schedule in which 6th and 8th grade will be released during the same four-minute passing period. 7th grade will be released four minutes later to transition to the next class. Example: NORMAL 1st Period 7:20-8:10 passing period 8:10-8:14. STAGGERED 1st hour 7:20-8:10 6th and 8th-grade passing period 8:10-8:14 and 7thgrade passing period 8:14-8:18.
- Teachers will be in the hallway supervising without question to prevent the gathering of students and unwarranted locker use. Students will not be allowed to congregate in the hallways, hold hands, hugs, high five, etc.
- It will be optional for the students and staff to wear face masks when transitioning from class to class, but it will be encouraged/recommended to do so.
- The mouth pieces on all water fountains will be turned off during the school year.
- Students will be able to fill their water bottles up through the use of the hands-free water fountains.
- Hand-sanitizers will be placed at the ends and mid-points of each hallway. Students will be encouraged to use them in the transition from a class to a class.

Locker Usage:

- All students will be issued a locker but will be encouraged not to use them unless necessary and allowed to do so. We want to eliminate touchpoints and student gatherings as much as possible. Backpacks will be allowed to enter the rooms and to be carried by all students.
- Locker usage times will be limited during the day. Students will be allowed to use their lockers between class periods only during the designated times (see information below).

Lunch:

- Students will be released to lunch by grade level, just like a typical day.
- There will be no more than six students to a rectangle lunch table and no more than four to a round table, and the library may still be needed for sack lunch students if required.
- As the lunch tables fill up students will be moved to the library to eat. We will allow students to sit where they want the first three days of school, after three days the seat will become the students' permanent lunch table.
- No more than two females and two males will be released at a time to use the restroom.
- All students will be issued a lunch card with a barcode on them, the students will be required to use lunch cards to make purchases. If a student does not have a lunch card on them during lunch they will be moved to the back of the line in the cafeteria after they go to the office to get a new printed lunch card.

Classrooms:

- Seating spread out to maximize distance.
- All students will be facing the same direction.
- Carpets and porous materials will be removed from the classroom to ensure proper sanitization.
- Hand sanitizer, classroom sanitizer, and disinfectant will be located in all classrooms to ensure proper disinfecting is taking place often.
- Small group instruction will be limited to common groups of students and will utilize a proper area to allow for distancing as needed.
- Teachers will be expected to clean their classroom desk on their plan periods and at the end of each day. Students cannot be used in the cleaning process.
- Students/Teachers will be allowed to wear masks at their discretion, but they will not be required to do so. Parents are encouraged to train your student on the appropriate way to wear a mask. The PTO has provided a face mask and the district has provided a water bottle for all students. The district has provided a face mask for all teachers.
- All classrooms will have mandatory seating charts in place, so that if a student is identified with COVID-19 this will help assist with contact tracing.

Nursing Practices:

- A makeshift nursing office will be in the office next to the counselors' room to help with minor injuries, medication, etc. When necessary, these types of needs will be seen in the office.
- The nurse's office will be used for illness identified to resemble symptoms of COVID.
- Isolation and face coverings will be utilized to help prevent the spread of sickness.

Building Access:

- We value the partnership with our families and community; however, due to current health and safety concerns, we are limiting access to our buildings. Only staff members and students will be allowed to access the building during the 2020-2021 school year. We hope to open the building for visitors for lunch and other assemblies in the future. We appreciate your understanding during this school year.
- If you have an appointment with a team of teachers, administrators, counselors, or special education departments you will be asked to follow the guidelines below.
 - All visitors will be required to show a valid picture form of identification for checking students out of the building.
 - While waiting to pick-up your student visitors will be asked to wait in their car or to wait outside the main office doors to sign your students out. We encourage parents to call ahead when a pickup is necessary.
 - If a parent/guardian has a scheduled meeting in the building they will need to show their picture form of identification and leave it in the main office until his or her meeting is over. This will ensure that everyone enters and exits through the appropriate building and has been accounted for. All visitors will be required to sign in and out of the building.
 - All visitors to the building will be required to wear a facemask and temperature check will be required in order to help eliminate the spread of sickness.
- Sneeze guards will be installed around the secretary's office space.
- Assemblies and large gatherings will be eliminated.

Dismissal/Exiting Building:

- Students will be released to go home starting at 2:22 p.m. (bus riders 2:20 p.m.) in the following order "Bus Riders", "Car Riders", and "Walkers".
- Miscellaneous:
- Attendance incentives will be placed on hold for this year.
- The district will modify its attendance policy for staff and students as needed.
- Juvenile referrals will continue to occur without communication between staff and parents on the reasons for your child missing school.
- Virtual/Distance Learning may be utilized throughout the year as needed

High School

Staff check-in:

Staff will self-check with their classroom thermometer. If their temperature is 100 F or higher the staff member will go to the nurse's office to be evaluated.

Entering the building/Breakfast:

- Student bus riders and parent drop-off will enter the building at the front of the HS. Student drivers will enter the West Commons door or by the AD's office. AD's office is new this year to help keep students from gathering in the commons area.
- After entering, students who are not eating breakfast will report directly to their 1st hour class.
- Students eating breakfast will be seated in the cafeteria with no more than 5 students to a circle table and no more than four students to a rectangular table.

Restrooms:

- One person per stall will be allowed in a restroom at a time. A teacher(s) will be placed on duty to monitor the flow of students in and out of the restroom during passing times.

Hallways:

- At no point during class time should more than one student be released to go to the restroom or any other area of the building.
- All students need to sign out of the class on the hallway sign (provided to each teacher), and all students must have a pass.
- Teachers will be in the hallway supervising to prevent the gathering of students and unwarranted locker use.

1st Hour:

- Each classroom teacher will be provided a forehead thermometer. Teachers will check for illness symptoms before 1st hour class. If temperature is 100 F or higher students will be sent to the nurse's office to be evaluated.

Locker Usage:

- As always, students will have an assigned locker but will be encouraged not to use them unless necessary. We want to eliminate touchpoints and student gatherings as much as possible. Backpacks will be allowed to enter the rooms and to be carried by all students.

Lunch:

- Students will be released to lunch by shifts, like a typical day. There will be no more than 5 students to a circle table and no more than 4 to a rectangular table, and the library may be used for student overflow. Seating will be spaced in the library as well and marked.

Building Access:

- Outside guests will be minimized as directed by the district and will be required to wear a mask.
- Call ahead for early pick-up or sick pick-up. Parents will come in and sign for students and will be asked to wait in their car for their student; if the student isn't ready when the parent shows up.

Nursing Practices:

- Nurses' offices will be used for injuries, medication, etc. When necessary, these types of needs will be seen in the office.
- Another nurse space will be used for illness identified to resemble symptoms of COVID. Isolation and face coverings will be utilized.

General Information:

- Hand sanitizing stations are available throughout the building and classrooms. Heavily encouraged for everyone to use them and often.
- We are in this together everyone will have to do our part to keep our staff and students safe. Meaning teachers may have to spray and clean desktops daily before you leave. Students will not be used to clean desks.
- All personal porous/fabric/cloth covered furniture available for student use will need to be removed from your classrooms before the year starts and for a minimum of one year. (Rugs, chairs, bean bags, seat pads, etc.).
- PTO has provided fabric face coverings for all students and staff. The wearing of face coverings is encouraged when social distancing is not available, but it will not be required. A mask will be provided for students who have a temperature while they are waiting in the nurses' office for parent pickup.
- Common used materials: ex. Classroom calculators, small whiteboards, etc. will have to be wiped down after each period used.
- Student and Staff Protection: Face coverings will be given to each student and staff member in a quarantined location if symptoms are present.
- Water fountains will be shut down and bottle fillers will be installed and used. Water bottles will be provided to the students at the start of the year.
- There will be NO whole building assemblies this year.

Miscellaneous Items:

- Attendance incentives will be placed on hold for this year.
- The district will modify its attendance policy for staff and students as needed.
- Juvenile referrals will continue to occur without communication between staff and parents on the reasons for your child missing school.
- Virtual/Distance Learning may be utilized throughout the year as needed. *See attached virtual/distance learning document.

Confirmed COVID Cases:

- Due to guidelines recommended by the Lincoln County Health Department the following protocol will be followed for a confirmed COVID Case:
 - If a student or staff member is determined to be a COVID-19 case by their healthcare provider or local public health agency and have symptoms, they can be around others after:
 - 72 hours with no fever (with no fever reducing medication),
 - AND Improvement in symptoms, AND 10 days since symptoms first appeared,
 - OR 2 negative test results at least 24 hours apart

If a student or staff member has tested positive for COVID-19 by their healthcare provider or local public health agency and do NOT have symptoms, they may return to school after the following requirements are met:

- 10 days since the individual was tested. If a student or staff member is tested for COVID-19 at the recommendation of a healthcare provider and is waiting on results, they should be excluded from school until results are received and they have completed School districts may consider requiring a student or staff member to provide a note of release from quarantine or isolation in order to return to school after identifying as a probable or confirmed COVID-19 case. Lincoln County Health Department will provide such letters directly to students or staff members upon request.