

# Wilbur Creston re-opening strategies for the 2020/2021 School Year

Revised: November 19, 2020

Due to the fluid nature of the Covid 19 Pandemic, this plan will continue to be revised as needed in accordance with state and local directives as the science and the impact of the virus changes.

All reopening plans will be reviewed by the Lincoln County Health Department. We will follow their recommendations.

When health conditions allow our plan is to offer parents two options:

- In-person learning model:
- Distance learning option

To see the latest Covid statistics log onto: <https://www.co.lincoln.wa.us>

To help with all plans, all students K-12 will be issued a Chromebook. More information on both of these options is available further in the document. As of November 19th, we still have 62 Chromebooks on back order, these were ordered in early July.

## **Parent Notification Plan:**

If we receive notice that a staff member or a student in our school has tested positive for COVID we will use our instant alert messaging system to notify parents that there has been a positive case in one of our buildings. We will also send out a letter to each household from the Lincoln County Health department. Your family will receive one of the following; a letter notifying you of a positive case in the school in general, a letter notifying you of a positive case in your child's class, or a letter notifying you of a positive case in your child's class with your child being deemed a close contact. If your child is deemed a close contact you will receive a phone call with more details and directions.



## Table of Contents

[Reopening and Emergency Closure Plan](#)

[Student Learning & School Facility Reopening Options](#)

[Reopening Option 1: In-Person Instructional Model \(for parents who choose to send students to school\)](#)

[Reopening Option 1 Part B: Distance Learning Option when In-Person Learning is Available](#)

[Reopening Option 2: Small Cohort Hybrid Learning](#)

[Reopening Option 3: Distance Learning 2.0](#)

[Litigation & Safety Strategies:](#)

[Health Screening](#)

[Visitor Guidelines](#)

[Bus Drop Off & Pick Up Rules](#)

[Physical Distancing](#)

[Cloth Face Coverings](#)

[Face Shields](#)

[Cleaning Schedule](#)

[Ventilation and Outdoors](#)

[Water fountains](#)

[School Supplies and Manipulatives](#)

[Food in Classrooms](#)

[Recess](#)

[Lunch Protocols & Scheduling](#)

[Sports](#)

[Student Lockers/Backpacks](#)

[Separating Those with Symptoms](#)

[Health Department](#)

[Technology, Grading, & Attendance](#)

[Chromebooks and Chromebook Training for Parents](#)

[Grading: Wildcat expectations are back in place. High standards are expected.](#)

[Attendance procedures for distance and/or hybrid learning models](#)

[Student Absences, Guidelines](#)

[Substitute Teachers and Teacher Absences](#)

[Teacher Expectations](#)

[Appendix A: Building Entrance Requirements:](#)

[Appendix B: Daily Health Screening](#)

[Appendix C: Washington State Department of Health Guidelines](#)

## **Reopening and Emergency Closure Plan**

We receive weekly updates and additional guidance from the Lincoln County Health Department. We will follow these recommendations.

If we must close, we will switch to distance learning for all students, schools will be closed until we are able to reopen.

### **Student Learning & School Facility Reopening Options**

**Goal:** Provide high quality learning for all students in two modes: in-person and remote learning. In addition, we will be able to immediately shift from one learning delivery system to another without the loss of instructional hours. To facilitate this, teachers will be managing, creating, organizing, and posting all instruction and activities online so that they can be used and accessed in the classroom and at home.

**In-Person Instructional Model (for parents who choose to send students to school)** This plan will only be available when our county is considered low risk (a rate under 25/100,000) and our health department gives us approval.

Reopening will be a four-day week with students in school Tuesday through Friday with classes beginning at 8:00am and ending at 1:30pm. Each student will also need to complete an additional 8.5 hours of coursework or activities in order to meet state instructional hour guidelines (1027 hours per year).

The shortened day allows teachers time each day to accommodate distance learners and additional time for daily cleaning.

The fifth day (Monday) will be used by teachers to facilitate distance learning and to develop online instructional materials for both in-person and distance learning. Some students will be scheduled to be at school on Mondays to receive extra learning support.

**Elementary** students will be self-contained with their teachers. They will not have Music and PE classes. Students will have a morning recess with a staggered schedule and a 30-minute lunch break.

**High School** will have a 3-period day Tuesday through Friday. **Junior High** students will have a 4-period day. Students will receive 20 hours of instruction in class and will be required to do an additional 8.52 hours per week of guided learning activities.

Students will earn credit in 7th period elective courses (e.g. PE, art, etc.) that they take outside of the school day and will be provided guidance for completing those courses remotely.

We intend to offer additional in-person instructional options for high school students from 1:30 to 2:30 Tuesday through Friday in elective classes that require school facilities and resources. This instruction would be available in classes such as art/ceramics, shop, and small group music tutoring sessions.

All materials and assignments for elementary and secondary grades will be available on Google Classroom.

### **Distance Learning Option is Available (for parents who want to keep their student home)**

**Mondays:** Teachers will have part of each day to provide instruction for distance learners and part of the day to develop instructional activities for the week. Each teacher will establish a schedule for each student. Office hours will be established; parent communication will only enhance learning and is encouraged.

**Tuesdays through Fridays:** Teachers will have some time each day to provide support for distance learners.

#### **More Information:**

- Teachers will be on campus and easy to contact
- We will use the “core 4” as our delivery system (Google Classroom, Google Meets, Screencastify, and Google Docs)

Any additions to the “core 4” need to be approved by the principal and directly taught to both students and parents.

As resources allow, we will offer transportation for distance learning students who cannot access the internet. They may be brought to school on Mondays to download necessary learning materials on a rotating schedule. Transportation will be provided for all Special Education students as needed to meet their learning needs.

**Reopening Model** (implemented on 10-26)

All in person students will attend four days a week (Tues-Fri, 8:00 to 12:00). Students will receive 16 hours of in person instruction and 11 hours of additional distance learning activities each week.

**Small Cohort Hybrid Learning Option**

Elementary students will attend school (4 days a week, 8:00-12:00) with an additional 12.5 hours of guided learning activities outside of school each week.

Junior High & High School students will be divided into two groups (Blue and Silver). Each group will attend 2 days per week. The other three days will be remote learning. Students will receive 8 hours of in person instruction with the other 20.5 hours per week in remote learning.

**Reopening Plan: Distance Learning HS/Elementary in person** (This was used 9-2 to 10-26)

School will run from 8:00 to 11:00 Tuesday through Friday with the following on-campus learning opportunities available:

Elementary students in cohorts of 10 or less

Secondary (grades 7-12) students without internet access

Students with special needs

In addition, grade 7 -12 teachers will have the option to schedule small groups of students for extra support.

Per Lincoln County Health Department guidelines (August 11, 2020): Your district may have the option to utilize a hybrid model that allows students into schools for in person learning if that can be done in accordance with:

Student classes can be divided into small cohorts with a target number of 10 or less students and should be assigned to one teacher/staff member.

In person class should be limited to core course work and be less than half of a day to enhance compliance with social distancing and mask requirements.

Each student cohort is separated from others cohorts while at the school.

Extracurricular activities as well as band and choir are cancelled or postponed until these activities can be done safely. Music class where students learn about music, play keyboards or drums are permitted.

**Distance Learning Components:**

- We will use the Core 4 as our delivery system (Google Classroom, Google Meets, Screencastify, and Google Docs)
- We will focus on providing quality instruction online
- Each student will be required to have a daily schedule. Teachers will provide instruction and activities on a set schedule to students.
- We will use Google Meets for important class discussion and collaboration activities
- Teachers will have a schedule that provides time each day for students to call or use Google Meets to ask questions
- We will have staff conducting ongoing check-ins with students
- If funding is available, we will use our bus drivers for delivery of instructional materials as needed
- For students who do not have internet access, when safe, we can bring them to school to download or print necessary documents on a rotating schedule
- We will also bring in individual students in small numbers if allowed and able to meet all safety requirements.
- Daily attendance will be taken to meet state expectations.

## **Mitigation & Safety Strategies:**

**The following information applies to students and staff when able to use school facilities.**

### **Health Screening**

- Daily screening for staff and students certifying that they are free of COVID-19 symptoms or close contact is required.
- Staff will conduct their own symptoms check daily; they will sign in each day and note time of entry and symptom status.
- People who do not pass the health screening will be sent home.
- All students will be screened by staff when they enter the building by staff, including a temperature check. Students with symptoms will be isolated and sent home.
- Parents are encouraged to keep kids home when sick
- Screening results will be recorded on the the screening tool (see [Appendix B](#))
- Shuttle students will be asked to go directly to the shuttle bus. Students will be screened before getting on the shuttle bus.

### **Stay Home if Sick or Exposed to COVID-19**

Students, staff, vendors, parents and guardians will be asked to stay home if they have symptoms of COVID-19 or been in close contact with someone with COVID-19 in the past 14 days.

**If you have confirmed or suspected COVID-19 and have symptoms**, you can stop your home isolation when: You've been fever-free for at least 24 hours without the use of fever-reducing medication AND Your symptoms have gotten better, AND At least 10 days have gone by since your symptoms first appeared.

**If you tested positive for COVID-19 but have not had any symptoms**, you can stop your home isolation when: At least 10 days have gone by since the date of your first positive COVID-19 test, AND You have not gotten sick with COVID-19.

### **Visitor Guidelines**

Visitors will be discouraged and should be scheduled in advance. All visitors will be required to wear a face covering and pass a health screening before entering the building. For those who need to pick up or drop off items, we will arrange to meet you in front of the building to limit exposure.



## **Bus Drop Off & Pick Up Rules**

Students must be wearing a face mask to board the bus. When students arrive at school, they will go to the designated door for a health screening prior to entering the building.

## **Physical Distancing**

As much as possible, students and staff will maintain a six foot distance between people at all times, including in classrooms, busses, main areas, grounds, and hallways.

Elementary and middle school students will be in cohorts with limited movement between spaces for students.

### **Classroom guidance on planning for social distancing:**

All students will have assigned seats. All students will be spaced at least six feet apart and students will face the same direction; this spacing will be maintained at all times to the greatest extent possible.

### **Hallway protocols:**

Physical distancing of six feet will be maintained while in the halls, students will move single file and stay to their right side.

## **Cloth Face Coverings**

All staff, students, volunteers, or guests must wear cloth face coverings at school.

Some people cannot wear face coverings due to medical conditions, or other needs.

Staff and students are encouraged to find a comfortable mask that fits well to bring from home. Masks will be available at entrance points for those who need them.

### **Mask Expectations:**

- Mask/face covering is required for staff and students except where specific exemptions are made based on age development or disability.
- For staff and students who are not able to wear a mask due to health issues, a doctor's note is required.

### **Mask Breaks:**

**P. 6** K-12 schools-Fall 2020-2021 guidance (updated 8-3-20)

“Students may remove cloth face coverings to eat and drink and when they go outdoors for recess, physical education or other activity ***when they can be physically distanced.***”

Teachers are encouraged to conduct learning activities physically distanced outside when possible for additional mask breaks.

### **Procedures for those who refuse to wear mask or abide by social distancing guidelines:**

The district is required to follow all state health department and OSPI guidelines.

Students will be pretaught positive mask wearing behaviors and will receive reminders as necessary. If students continue to not wear masks, appropriate disciplinary steps will be taken. Refusal to wear a mask means students will have to choose the distance learning option.

Visitors will not be allowed into the building without masks properly worn on their faces.

Staff will also be following state Labor and Industry guidelines. Refusal to adhere to these guidelines may result in disciplinary action as outlined in collective bargaining agreements.

### **Face Shields**

Face shields do not replace wearing a cloth face covering and a mask must be worn with a face shield.

### **Hygiene Practices**

Students and adults will wash hands when they arrive at school, before meals or snacks, after time outside, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. If soap and water are not readily available, alcohol based hand gel with at least 60 percent alcohol will be used.

### **Cleaning and Disinfecting**

Increased cleaning, sanitizing, and disinfecting of school buildings will take place following CDC and Labor & Industry cleaning guidelines. Classrooms and common areas will be cleared of items or furniture that create clutter or are hard to clean.

### **Cleaning Schedule**

- Each classroom and lunchroom will be cleaned daily by our maintenance staff.
- Cleanings between classes will be done in a collaborative manner, all staff pitching in.
- On Mondays, schools will receive a deep cleaning.

- If groups of students are moving from one area to another in shifts, cleaning will happen before the new group enters the area.

## **Ventilation and Outdoors**

Ventilation including windows, fans, and HVAC settings will be used to maximize the amount of outside air entering program areas.

Outdoor learning and activities such as eating lunch will be encouraged as much as possible.

## **Water fountains**

Water fountains that require you to push the button will be turned off. Students will be allowed to carry water bottles and use the proximity water stations to refill their water bottles.

## **School Supplies and Manipulatives**

Each student should have their own supplies that are not shared. Any shared supplies must be cleaned before the next student uses them.

## **Food in Classrooms**

No food will be allowed in the JH and HS classrooms during class time, accommodations will be made for students with medical issues. In the elementary schools, teachers will develop procedures if they choose to allow snacks.

## **Recess**

Recess supplies cannot be shared among classes unless items are thoroughly cleaned between groups.

Groups will be assigned to available play spaces to keep as much separation as possible.

Mask wearing is required during recess if social distancing cannot be maintained. However, as noted above, mask breaks may be observed if students can stay distanced.

## **Lunch Protocols & Scheduling**

Students will be eating lunch in classrooms for full days and given bag lunches for half days to be taken home. The elementary students will stay in their homerooms; high school students will be in designated classrooms. Weather permitting, physically distanced eating outside will be encouraged.

## **Sports**

We will follow WIAA and local health department guidelines.

## **Student Lockers/Backpacks**

To lessen student traffic and to discourage large groups of students gathering around lockers, students will not be issued lockers.

Students will be allowed to carry their backpacks.

## **Separating Those with Symptoms**

If someone develops symptoms while at school, they will be separated from others, asked to keep a mask on, and sent home.

### **Close Contact Definition**

If you have had close contact with someone who tested positive for Covid 19 you should stay home per DOH guidelines

For COVID-19, a [close contact](#) is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

### **Students with Symptoms: Quarantine Room**

Creston: counselor area (move speech and psychologist to a different room), use small classroom next to counselor office

Wilbur: the existing sick room will be the quarantine room, all other medical issues such as first aid and medication will be handled in a separate location.

## **Health Department**

The district will partner with the Lincoln County Health Department by communicating suspected or known cases of COVID-19.

## **Technology, Grading, & Attendance**

### **Chromebooks and Chromebook Training for Parents**

In general, students in grades 5 through 12 will be allowed to take their Chromebooks home. For younger students, it will be determined by their teachers. If we have to close or students are home ill, we will deliver the Chromebook home as necessary.

The districts will provide parent training opportunities. These may be instructional videos or live Google Meets conversations.

### **Grading: Wildcat expectations are back in place. High standards are expected.**

Teachers will assign grades as they did in the pre-COVID-19 days based on work assigned and completed through Google Classroom. Teachers are encouraged to look at standards based grading options.

### **Attendance procedures for distance and/or hybrid learning models**

Students in all learning models are required to attend 180 days and complete 1027 hours of learning activities as directed by their teachers. The district will be required to take attendance for both in-person and distance learning options.

Each student will be given a daily or weekly schedule for the distance learning portions of their learning.

Attendance will be taken daily based on in-person attendance or evidence of students' participation in distance learning activities.

Students will be asked to stay home when they are sick. They can access their assignments and resources using Google Classroom and Google Drive. If they are able to participate to the level required for distance learning, this day will not count as an absence.

### **Student Absences, Guidelines**

Students should stay home when they are sick or have been exposed to COVID-19. If healthy enough, they should log into their Google Classroom to access the learning materials for the days they are home

Students must check in using our attendance procedures and engage in the learning activities in order to not be counted absent. School attendance laws are in effect. Students with unexcused absences will be subject to state attendance laws in effect prior to Covid 19.

### **Substitute Teachers and Teacher Absences**

Teachers will have their normal leaves available. In addition, if teachers are required to isolate at home and are feeling well enough to be able to provide instruction, grading, and lesson planning, they will not be charged sick leave.

Substitute teachers will receive training on the signs and symptoms of COVID-19 and our district safety procedures.

## **Teacher Expectations:**

All teachers will be at school during contract hours. Staff will be expected to follow safety precautions that are in place:

- Limit movement in the building
- Plan to spend the majority of your day in your classroom
- Wear mask when out of your classroom or if someone comes to your room
- Use intercom or Google Meets instead of face to face meetings when possible
- Teacher lounge can only safely accommodate 4 people at a time
- Do not hang in the office; if you can, use intercom or Meets

Teachers will establish schedules with times for instruction, prep time and times for reaching out to students.

Teachers will focus on providing instruction in the most difficult topics and subjects. Activities that are designed for students to do at home will focus on content practice, as well as self-guided and creative activities.

## **Professional Development**

All staff must be trained in symptoms of COVID-19, COVID-19 safety procedures, use of PPE, and local safety procedures.

Thank you for helping to keep yourself, your family and our students safe and healthy!

**Appendix A: Building Entrance Requirements For Staff:**

All staff must sign in attesting that they do not have symptoms or have not had 'close contact' with someone with Covid 19.

Sign in sheets are on tables near the entry doors.

Face masks are required in all common areas.

Frequent hand washing is encouraged, hand sanitizer is also available in the buildings.

Respect 6 feet of social distancing at all times.

If staff is in Quarantine, they are expected to stay out of the buildings. Curbside pickup will be made available during business hours, please call ahead to make arrangements with the least possible exposure for staff or students.



## Appendix B: Daily Health Screening

# Wilbur-Creston Schools

## COVID-19 DAILY HEALTH SCREENING QUESTIONNAIRE

Please answer the following questions every day to the best of your ability and knowledge.

Name: \_\_\_\_\_

**1** Measure your current body temperature with a thermometer (if available) and write it here \_\_\_\_\_ degrees

**2** Since your last day at school, have you had any of the following occur:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| A fever of 100.4° or higher, or a sense of having a fever   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| A cough that you cannot attribute to another health condition   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| A shortness of breath that you cannot attribute to another health condition   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| A sore throat that you cannot attribute to another health condition   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Congestion or runny nose that you cannot attribute to another health condition  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Fatigue and/or muscle aches that you cannot attribute to another health condition, condition, or that may have been caused by a specific activity (such as physical exercise) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| A loss of taste or smell that you cannot attribute to another health condition  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about Covid-19 infections | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Nausea or vomiting that you cannot attribute to another health condition  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| I have been diagnosed or tested positive for COVID-19 in the past 10 days   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Someone I live with or spend a lot of time with has symptoms or tested positive for COVID-19  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**3** If you answered YES to ANY of the items in Section 2:

> Stay home and DO NOT enter the school

> For students: Wait at the entry, you will be escorted to a Covid quarantine area until your parent/guardian arrives to pick you up.

> For teachers/staff: Please leave the building and call the office to explain your symptoms.

**4** If you answered NO to ALL of the items in Section 2:

> Proceed to the wash area of your choice to wash your hands with soap and hot water for a minimum of 20 seconds.

Screener: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for helping to keep yourself, your family and our students safe and healthy!*

Updated  
8/1/2020

## Appendix C: Washington State Department of Health Guidelines

### Decision Tree for Provision of in Person Learning among Public and Private K-12 Students during COVID-19



