KENOSHA UNIFIED SCHOOL DISTRICT



www.kusd.edu/bettertogether

Updated: 5/21/2021



INTRODUCTION	3
GENERAL OVERVIEW	4
TECHNOLOGY ACCESS	4
IN-PERSON LEARNING	5
Elementary School	5
Middle and High School	6
VIRTUAL LEARNING	
Elementary K-5	9
Secondary 6-12	10
Virtual Learning Tips	12
Elementary sample schedule	12
SOCIAL AND EMOTIONAL LEARNING	14
OPERATIONS	15
Student sick procedures	15
Staff sick procedures	
Close contact procedures	19
Staff specific information	
Physical Distancing	
Personal Protective Equipment	
Personal Hygiene	23
Cleaning and Disinfecting	23
Visitor Protocols and Procedures	24
Food Services	24
Transportation	26
Isolation rooms	

Introduction

In March 2020, Gov. Tony Evers mandated that all schools close for two weeks due to the COVID-19 pandemic. Shortly thereafter, the Safer at Home order was put into place that ended in-person learning for the remainder of the 2019-20 school year. Students and staff quickly pivoted and engaged in online learning to finish out the spring semester. For the 2020-21 school year, families were offered the option of selecting either in-person or virtual learning. While our preferred model of instructional delivery is a traditional inperson educational environment, we anticipate continued public health concerns when school resumes in the fall of 2021.

The purpose of the Better Together 2021-22 plan is to outline the learning options available for the 2021-22 school year, as well as the safety measures, requirements and other important details for the school year.

The recommendations outlined in Better Together 2021 were developed in collaboration with building administrators and Kenosha County Public Health (KCPH). These recommendations are based on current research and public health guidance, and may evolve as guidance changes.

Our goal is to have all students return this fall, but understand that some families may still prefer a virtual learning model. As such, our recommendation is to offer in-person learning that prioritizes student and staff safety, as well as a virtual learning model that varies by grade level. Extracurricular and athletic activities also will be allowed with enhanced safety measures to preserve the benefits they provide in support of academic learning.

No matter what learning model a family chooses, our goal is to provide high-quality educational experiences in a safe and meaningful way.

NOTE: Better Together 2021-22 is a fluid plan. The district will work closely with local, state and federal health agencies to closely monitor the state of the pandemic. There is nothing within this plan that precludes the district from closing buildings and implementing virtual learning for all students for any given period of time if necessary as the pandemic evolves.

General Overview

As we move through the pandemic, Better Together 2021 encourages us all to stay safe together. KUSD will continue to follow the CDC and Kenosha County Public Health's recommendations for COVID prevention and transmission mitigation. As new research is released, vaccinations increase, and public safety recommendations evolve, so will KUSD's plan.

Therefore, in the fall of 2021, KUSD will continue to implement layered mitigation strategies, which will include:

- Practicing physical distancing of 3 feet or more to the greatest extent possible in conjunction with requiring face coverings as outlined by the CDC
 - Face coverings will be required for all staff and students, with the exception of those with a medical condition, while eating, during gym class, and while outdoors
- Encouraging regular hand-washing for 20 seconds or more
- Providing hand sanitizer and encouraging individuals to use it when entering/exiting classrooms and shared spaces (e.g. gym, library, office, etc.)
- Sharing of supplies will be discouraged to the best of our ability
- Covering coughs and sneezes
- Cleaning and disinfecting frequently touched surfaces

Technology Access

Thanks to funding supplied through the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, KUSD became a 1:1 district to ensure all students have a computer while at school and home, as well as internet access at home. This includes providing every KUSD student with a personal device, such as a chromebook, or laptop depending upon grade level and course needs, as well hotspots for those needing internet at home.



In-person Learning

ELEMENTARY SCHOOL

Due to the pandemic, additional steps will be taken for the safety and well-being of all, including establishing protocols for transitions, specials and enhanced cleaning considerations. With clear procedures, enhanced attention to cleanliness, and adjustments to daily routines, we can provide a safe and supportive learning environment.

Elementary students will remain with identified cohorts throughout the day, including during specials, recess, interventions and lunch. A cohort is a group of people banded together and treated as a group, and in this case refers to individual classrooms.

Early education will be offered in person only.

Student arrival/dismissal/hallway

All schools will have a plan for exit and entry that outlines specific strategies to maximize safety. Entry/exit doors will be identified to increase physical distancing and alleviate congregating. Schools will open no earlier than 10 minutes prior to the start of the school day to prevent congregating and overcrowding. As students enter the building, reasonable effort will be made to have students flow one direction to their classroom and maximize distance between cohorts during transitions in common spaces.

Building principals will develop written expectations for staff regarding the supervision of students during arrival, dismissal and hallway transitions to ensure safe and orderly conduct in the building and on school grounds. School playgrounds will not be accessible during arrival and dismissal. All protocols will be disseminated to staff, students and families prior to the start of the school year as well as throughout the school year.

Students who leave the building at dismissal shall not return without permission. Only students who are requested to remain after school for a teacher-supervised academic activity shall remain in the building after dismissal. After-school activities that prioritize academic learning will be allowed with consent by the principal.

Breakfast/Lunch

Students will eat breakfast in the classroom. A building principal may utilize the cafeteria for lunch by designing a plan that maintains cohorting and physical distancing.

Please see the Food Services section for additional details.

Classroom and Specials Classroom Layout/Physical Distancing

Every school learning environment has slight variations of size, design and layout. Teachers have the flexibility to create a safe learning environment. Reasonable effort will be made to keep students and staff physically distanced. Classroom layouts will be approved by the building principal.

Classroom and Specials Classroom Layout/Physical Distancing (continued)

Each classroom and shared space, such as gymnasiums, libraries, etc., has a hand sanitizer station. All staff have access to cleaning/disinfecting supplies to use as needed on furniture and/or instructional materials between usage. Upon entering or leaving a learning space, students and staff will be encouraged to use hand sanitizer.

Students will be encouraged to use personal <u>school supplies</u>. Procedures will be defined for using shared supplies. Students will use their district-assigned 1:1 devices to submit assignments via Seesaw (4K-2) and Google Classroom (3-5). Students will be expected to charge district-assigned devices at home because the device will be utilized during the classroom periods. Limited charging spaces will be available during the school day. Please review our <u>technology resources for families</u>.

Recess

Students will be encouraged to wash their hands and/or use hand sanitizer before and after recess and will remain with their cohort through the use of designated recess zones to reduce the level of exposure. Recess supplies will be used and maintained by each cohort.

Reasonable effort to maintain distancing will be made when lining up before and after recess. Markings, such as cones, may be used to provide a visual indicating spacing. Face coverings will not be required during outdoor physical exertion.

Library Learning Commons

The library media teacher, in collaboration with classroom teachers, will continue to teach lessons on information literacy skills and digital citizenship in the Library Learning Commons. All KUSD libraries will have 24/7 access to digital resources, ebooks and audiobooks through ClassLink.

Physical Education/Art/Music

Instruction will take place in the gymnasium, art room and music room.

Transportation

Please see the <u>Transportation</u> section for details.

MIDDLE AND HIGH SCHOOL

With a larger student body and schedules that require students to move from classroom to classroom with various teachers, several additional measures will be implemented for the safety and well-being of all at the secondary level. Additional steps will be taken to minimize traffic and reduce the density of students, as well as to establish protocols for lunch, transitions and electives. With clear procedures, enhanced attention to cleanliness, and adjustments to our daily routines, we can provide a safe and supportive learning environment.

Student Arrival/Dismissal/Hallway Transitions

All schools will have a plan for exit and entry that outlines specific strategies to maximize safety.

Building principals will develop written expectations for staff regarding the supervision of students during arrival, dismissal and hallway transitions to ensure safe and orderly conduct in the building and on school grounds. All protocols will be disseminated to staff, students and families prior to the start of the school year as well as throughout the school year.

Student Arrival/Dismissal/Hallway Transitions (continued)

Students who leave the building at dismissal shall not return into the building without permission. Only students who are requested to remain after school for a teacher-supervised activity, or those attending a supervised school activity, shall remain in the building after dismissal. Additionally, afterschool activities that prioritize academic learning will be allowed with consent by the principal.

Breakfast/Lunch

See the Food Services section for details.

Classroom and Specials Classroom Layout/Physical Distancing

Every school learning environment has slight variations of size, design and layout. Teachers have the flexibility to create a safe learning environment. Reasonable effort will be made to keep students and staff physically distanced. Classroom layouts will be approved by the building principal.

Each classroom and shared space, such as gymnasiums, libraries, cafeterias, etc., has a hand sanitizer station. All staff will have access to cleaning/disinfecting supplies to use as needed on furniture and/ or instructional materials between usage. Upon entering or leaving a learning space, students and staff will be encouraged to use hand sanitizer.

Students will be encouraged to use personal <u>school supplies</u>. Procedures will be defined for using shared supplies. Students will use their district-assigned 1:1 devices to submit assignments via Google Classroom. Students will be expected to charge district-assigned devices at home because the device will be utilized during the classroom periods. Limited charging spaces will be available during the school day. Please review our <u>technology resources for families</u>.

Lockers

Administration will request a dress code waiver for the 2021-22 school year that will allow middle and high school students to wear backpacks to carry district-issued devices and personal materials throughout the day, as well as to minimize locker use and congregating in hallways. When necessary, lockers may be assigned in accordance with individual school practice.

Passing Time/Transitions

Reasonable effort will be made to keep students physically distanced when moving through the hallways by encouraging the use of either one or two walking lanes. Staff members will be positioned throughout the building to prevent students from congregating in the hallways.

Electives

Elective courses will continue to be offered for students.

Release Times (high school only)

A full-time high school student is defined as a student who is carrying 6 credits in a school year. Juniors and seniors in good standing are allowed to apply, with parent permission, for a release during regular school hours. Releases accommodate various student needs, such as attendance at off-site classes, for example eSchool or dual enrollment classes, or student work needs. All students, however, must maintain their 6 credit full-time status.

To support increased physical distancing, administration will request a waiver that will allow seniors in good standing to be defined as full-time when carrying 5 credits for the 2021-22 school year.

Library Learning Commons

The library media teacher, in collaboration with classroom teachers, will continue to teach lessons on information literacy skills and digital citizenship in the Library Learning Commons. All KUSD libraries will have 24/7 access to digital resources, ebooks and audiobooks through ClassLink.

Transportation

Please see the <u>Transportation</u> section for details.

Course Offerings (High school only)

As always, course offerings, including AP courses, will be determined by enrollment, student interest, and certified staff availability. Limited course availability also applies to students enrolled in KUSD choice or charter schools, which may need to alter their usual program sequence.

Physical Education

Curriculum modifications and activity rotations may be made to limit the sharing of equipment, particularly in high-risk activities. Outdoor facilities will be used whenever feasible and students will be encouraged to bring their own water bottles. Locker room use may remain limited or be eliminated to reduce congestion and overcrowding.

Music

Students and staff are required to wear a mask, except when playing an instrument. Music classes will be held in the largest spaces possible or outdoors when feasible to increase distancing. Sharing of band and orchestra instruments will remain suspended.

Band, choir and orchestra will operate as they have traditionally, with the focus being on musical skills and knowledge building through the study and performance of large ensemble literature.

Art

Shared materials will be allowed with proper sanitization (e.g. paints, brushes, scissors, etc.).

Theatre/Dance (high school only)

Productions will make reasonable effort to keep students physically distanced with minimal shared materials. Considerations for makeup and costuming and/or prep at home will be encouraged. Information regarding performances will be forthcoming.

Career and Technical Education

Shared equipment will be allowed with proper sanitation (e.g. welding equipment, tools, etc.), and activities will be rotated to limit shared equipment to the extent possible. Staff will identify universal learning outcomes that can be applied to multiple activities and may make curriculum modifications to limit shared equipment and high-risk activities.

Middle School Specifics

Middle school schedules will follow a typical middle school bell schedule, which will be posted under quick links on your child's <u>school website</u>. As always, Choice/Charter programs may necessitate bell schedule adjustments.

High School Specifics

High school schedules will follow a typical, seven-period bell schedule, which will be posted under quick links on your child's <u>school website</u>. As always, Choice/Charter programs may necessitate bell schedule adjustments.

Virtual Learning

ELEMENTARY K-5

Virtual learning for K-5 students will be offered through the Kenosha Unified K-5 Virtual Learning Program. Early education will be offered in person only. This program is separate from individual elementary schools. The K-5 Virtual Program will offer students access to a virtual learning environment that utilizes KUSD curriculum and requires students to engage in live virtual lessons on a set daily schedule (see sample elementary virtual learning schedule on <u>Page13</u>).

The K-5 Virtual Learning Program will be offered through the district's learning platforms, Seesaw (K-2) or Google Classroom (3-5). Students will follow the district's curriculum and lessons will be closely aligned to in-person lessons. Virtual learning is a blend of online, face-to-face instruction with teachers as well as independent learning tasks. Teachers will meet virtually with students to provide instruction, answer questions and give feedback. Quizzes, tests and grades will align with traditional in-person grading at the elementary level.

Families interested in the K-5 Virtual Learning Program will be required to apply to the program. The application window, process and deadlines will be shared with families via email prior to the start of the 2021-22 school year. All applicants are agreeing to be enrolled in the K-5 Virtual Learning Program for the entire 2021-22 school year. Progress and participation of students attending the K-5 Virtual Learning Program will be monitored throughout the school year. Students failing to meet expectations may be recommended to return to in-person learning at their home school for second semester.

Students enrolled in choice/charter schools will forfeit their seat if they attend the K-5 Virtual Learning Program during the 2021-22 school year. Students may reapply for admittance to choice/ charter programs for the 2022-23 school year.

Elementary Student Expectations Overview

- Virtual learning will have regularly scheduled class days that will include live virtual instruction by the teacher, independent work time, and opportunities for small group or one-on-one support.
- The amount of time spent each day in virtual classes will vary based on student grade level, course complexity, and learner readiness. (see example schedule on <u>page 13</u>.)
- Students will be expected to log into their assigned daily classes and fully participate throughout the duration of all live learning sessions.
- Attendance will be taken when students log into assigned face-to-face meetings with teachers, and students must engage in the full live learning sessions to be counted present.
- To report an absence, parents/guardians must follow the K-5 Virtual Learning Program's absence reporting procedures.
- Virtual classes will be fully graded. Students are expected to complete assignments to show evidence of learning.
- Students are expected to monitor their Seesaw (4K-2) or Google Classroom (3-5) and respond to assigned coursework and teacher feedback.
- Students are expected to inform teachers of technical difficulties to avoid delayed progress.
- Students are expected to be respectful, responsible, and safe, adhering to teacher classroom expectations and all KUSD policies, including the appropriate use of technology.

K-5 Virtual SPED/ELL

Parents and guardians of students with an Individualized Education Plan (IEP) or a Language Development Plan (LDP) are encouraged to consult with the program support teacher or the ESL teacher at their child's current school prior to applying to the K-5 Virtual Learning Program. The student's current case manager or ESL teacher will assist families through the process of adjusting the student's IEP or LDP so that it may be delivered optimally within a virtual learning environment.

SECONDARY 6-12

Kenosha eSchool will be the virtual option offered to students in grades 6-12. This will provide students access to high-quality, standards-driven curriculum in an environment that is self-paced and accommodates students' varying physical locations, individualized education plans, and timeframes.

Families interested in eSchool will be required to apply to the program. The application window, process and deadlines will be shared with families via email prior to the start of the 2021-22 school year. All applicants are agreeing to be enrolled in eSchool for the entire 2021-22 school year. Students who are interested in continuing with eSchool after the 2021-22 school year must reapply for continued enrollment in the program.

Applications will be reviewed and spots will be allocated based on overall applicant numbers and KUSD's ability to staff these positions. If the number of applicants exceeds the district's ability to staff these positions, a waitlist will be instituted. High school students who are accepted will be required to fill out new course requests that align with eSchool course offerings.

Students enrolled in choice/charter schools will forfeit their seat if they attend eSchool during the 2021-22 school year. Students may reapply for admittance to choice/charter programs for the 2022-23 school year.

Unsuccessful Students

Students failing to meet expectations may be recommended to return to in-person learning at their home school for second semester.

eSchool Courses

Middle School

Middle school students will be enrolled in courses and electives automatically. Students' elective courses will be predetermined by eSchool and will vary by grade. Students will not be allowed to take courses at their boundary school while enrolled with eSchool. Most middle school courses are a semester in length. To view a list of eSchool middle school electives, visit <u>https://www.kusd.edu/eschool/?page_id=888</u>

High School

For a list of eSchool high school courses, visit <u>https://www.kusd.edu/eschool/?page_id=888</u> These courses fit the requirements for graduation. Most high school courses are 9 weeks/1 quarter for each 0.5 credit (exception: AP courses are one semester per 0.5 credit). Students typically take 3-4 courses per quarter. Students will not be allowed to take courses at their boundary school while enrolled with eSchool.

Extracurricular/Activities

eSchool students may participate in supervised after-school activities at their boundary school. This includes athletics, clubs, dances/socials, etc.

Grading

eSchool uses the Buzz Learner Management System, which is independent of Infinite Campus. Via Buzz Learner, families can track progress, pacing and current grades. Grades will not be shown in Infinite Campus until the end of the grading period. eSchool students are required by eSchool policy to pass finals in order to pass courses. eSchool does not offer grade replacement for failed courses. However, high school students may have the opportunity to retake a course or take an Edgenuity course, another online course, for a new grade at their home school if they fail.

6-12 Virtual SPED/ELL

Parents and guardians of students with an Individualized Education Plan (IEP) or a Language Development Plan (LDP) are encouraged to consult with the program support teacher or the ESL teacher at their child's current school prior to applying to the eSchool Virtual Learning Program. The student's current case manager or ESL teacher will assist families through the process of adjusting the student's IEP or LDP so that it may be delivered optimally within a virtual learning environment.

Advanced Placement

eSchool offers a variety of Advanced Placement courses in Spanish, Language/Comp, Human Geography and United States History. Kenosha eSchool offers a variety of honors courses as well, which can be found at <u>https://www.kusd.edu/eschool/?page_id=888</u>

eSchool Teacher Support

eSchool teachers are available during traditional and non-traditional work hours. Teachers are available to answer questions for students via phone, email, office hours or independent online virtual meetings. Teachers are expected to respond to student inquiries within a 24-hour period (excluding weekends and holidays). Teachers also are available weekly during scheduled virtual office hours.

Attendance

eSchool attendance procedures can be found at <u>https://www.kusd.edu/eschool/wp-content/uploads/2016/07/attendance-policy.pdf</u>

eSchool learning requires students to become independent learners who will work through instructional material at a self-guided pace that may require varying degrees of support from their parents/guardians.

Parent/Guardian Virtual Learning Tips



LEARNING SPACE

Create a learning space with your child where they feel comfortable and focused.



SUPPLIES

Make sure they have materials necessary to complete assignments. whether it is a computer, Wi-Fi, pencil, paper, markers or otherwise, be sure your child has what they need to get their work done.



SCHEDULE AND DEADLINES

Review the daily class schedule with your child and use a calendar to keep track of deadlines.



ROUTINE

Develop a routine with vour child and help them stick to it to the best of your ability.



COMMUNITY

Connect with other parents/guardians and help your child connect with peers to build a learning support network.

PARENT SUPPORT

Support needs will vary by child and may be more common for parents/guardians of younger children.



BREAK TIME

Maintain breaks, snack time and get plenty of exercise to help reduce stress and improve attention.



ASSIGNMENT REVIEW

Ask them to show you completed work before they turn in assignments.



COMMUNICATION WITH TEACHERS

Communicate with your child's teacher as needed, whether it is for tips on how to help your child, understanding assignments, or any other reason - they are trained professionals who are available and ready to help.



HELP

If you are having any issues with your child's virtual learning, be sure to reach out to the building principal so matters can be addressed.



Ask your child questions about understanding, such as what did you like best about today's lesson, or what was the most interesting thing vour teacher said?



ELEMENTARY SCHOOL SAMPLE SCHEDULE

Students will receive virtual instruction via Seesaw (grades K-2) and Google classroom (grades 3-5). Students will spend time meeting virtually with their teacher, but some learning will happen independently without teacher guidance. Staff and students will be expected to engage in virtual learning throughout regular hours of the school day.

8:30 a

11:40 a.

Beginnin

of day un

8:30 a.m

8:30 a.m.

9 a.m.

9:40 a.m.

10:20 a.m.

Monday-Thursday

8:30 a.m. 🕴	A.M. Learning Sessions
11:40 a.m.	Lunch/Movement - 75 Minutes
12:55 p.m.	P.M. Learning Sessions
2:15 p.m.	Teacher-led small group and Individual Learning

Example schedule

Teacher-led small group and individual Beginning learning sessions and/or teacher-supported of dav until daily task completion with parent/guardian 8:30 a.m. support as needed Community meeting 8:30 a.m. Number corner 9:00 a.m. Literacy/reading - 40 min. Math - 40 min. 9:40 a.m. Supplementary rotating lessons - 40 min. 10:20 a.m. Library media, counselor or writing 11 a.m. Specials (art, music, physical education) - 40 min. 11:40 a.m. Lunch/movement - 75 min. Support rotating lessons - 40 min. • Guided reading 12:55 p.m. Intervention • Writing Skills Social studies/Science - 40 min. 1:35 p.m. Teacher-led small group and individual learning 2:15 p.m. sessions and/or teacher-supported daily task until end of completion with parent/guardian support as school day needed

 т.	A.M. Learning sessions
т.	Lunch
	Example schedule
g til	Teacher-led small group and individual learning sessions and/or teacher-supported daily task completion with parent/guardian support as needed

Fridav

Community meeting Number corner

Literacy/reading - 40 min.

Math - 40 min.

Support rotating lessons - 40 min. Guided reading

- Intervention • Writing
- Skills

11 a.m. until end of school day

Teacher-led small group and individual learning sessions and/or teacher-supported daily task completion with parent/guardian support as needed



Social and Emotional Learning

As defined by the Collaborative for Academic, Social, and Emotional Learning (CASEL), social and emotional learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions.

In order for students to be ready to engage in academic learning, they must be regulated and in safe and supportive relationships.

Supports for Students

- Staff will prioritize building and strengthening relationships with students.
- Staff will work with students on creating predictable routines and procedures in order to create safe and supportive environments.
- Students will benefit from the schoolwide implementation of CASEL 3 Signature SEL Practices during daily lessons and interactions.

Supports for Families

- Resources are available on the KUSD website (kusd.edu) for parents who would like to learn more about SEL and how to support their children at home.
- A parent learning module was created to help support families as we navigate through the 2021-22 school year. There are videos and links to additional resources that may be valuable as you support your child(ren) during this time of in person and/or virtual learning. This is available in both Spanish and English.
- School Based Counseling (in partnership with Professional Services Group) is currently available in 28 schools, and being expanded to 6 more schools in the fall, with plans to expand to all KUSD schools by spring of 2022.

Operations

The recommendations in this document have been made with the health and safety of our students and staff at the forefront of each discussion. *This section is fluid pending possible local, state or national mandates/orders that are beyond the district's control.*

District staff will collaborate with KCPH when needed to determine a course of action for individual schools on a case-by-case basis, up to and including closure of a building and/or cancellation of activities/sports, if deemed necessary.

STUDENT SICK PROCEDURES

Each school building will have a designated isolation room outside of the main office/nurses room for staff and students exhibiting <u>COVID-19 symptoms</u> where they will wait to be picked up by a parent/guardian. These rooms are separate from healthy student office visits (e.g. daily medications, diabetic testing, routine asthma care, etc.). Health staff will use infrared no-touch thermometers provided by the state to monitor for temperatures. Isolation rooms will be disinfected between each use.

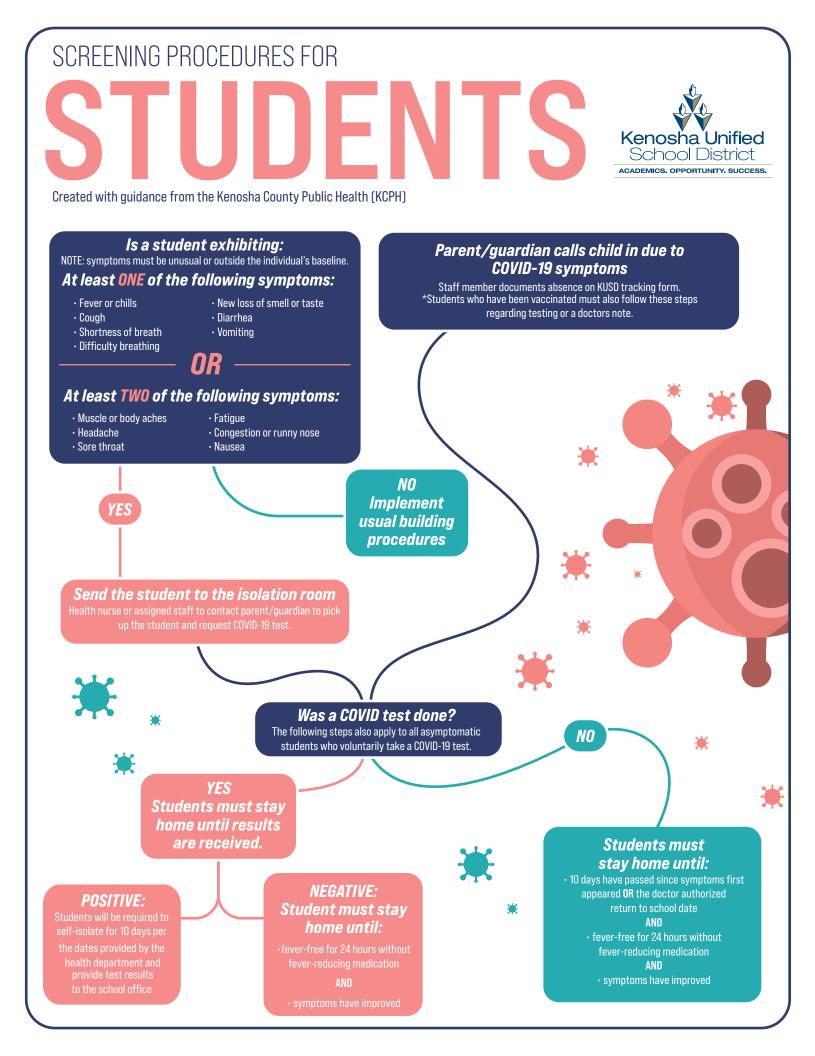
If someone is showing any of the signs* listed below, call 9-1-1 immediately and notify the operator that you are seeking care for someone who may have COVID-19. Also, notify the building administrator, as well as front desk/office staff, so they are aware of 9-1-1 being dialed.

- Trouble breathing
- Persistent pain or pressure in the chest
- Disorientation
- Inability to wake or stay awake
- Bluish lips or face

*This is not an exhaustive list of all possible symptoms which may require emergency care.

See screening procedures for students on the next page.





STAFF SICK PROCEDURES

KUSD will be using a self-reporting approach to monitoring for COVID-19 in the workplace. We kindly ask all staff to self-screen for any <u>symptoms</u>.

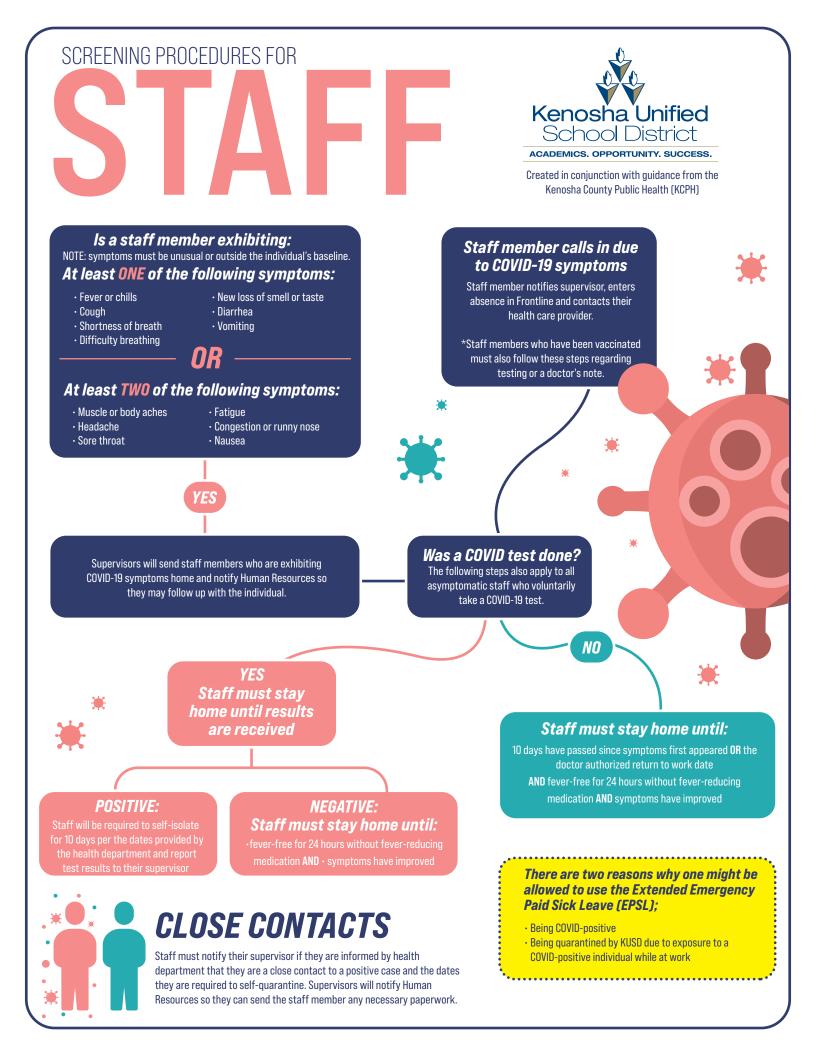
If staff are not showing symptoms, they should report to work at their regularly scheduled time. During this time, we strongly urge staff to practice increased hygiene, including washing hands often, practicing physical distancing, covering coughs and sneezes, leaving doors open to avoid touching handles, refraining from shaking hands, and wearing a mask.

If someone is showing any of the signs* listed below, call 9-1-1 immediately and notify the operator that you are seeking care for someone who may have COVID-19. Also, notify the building administrator, as well as front desk/office staff, so they are aware of 9-1-1 being dialed.

- Trouble breathing
- Persistent pain or pressure in the chest
- Disorientation
- Inability to wake or stay awake
- Bluish lips or face

*This is not an exhaustive list of all possible symptoms which may require emergency care.

See screening procedures for staff on the next page.





Created with guidance from the Kenosha County Public Health (KCPH)

POSITIVE CASES/CLOSE CONTACT PROCEDURES

Staff and students who are COVID-positive must provide the district a copy of the positive test result and remain at home while following the isolation dates provided by their health department.

When notice of a positive COVID case is received, KUSD will notify via email affected staff and parents/guardians of students who were impacted.

- Those affected/impacted include anyone in a classroom with and/or a close contact to a COVID-positive individual at or during a KUSD activity.
 - Close contact is defined as being within 3 feet of a COVID-positive individual for 15 minutes or more.

Impacted individuals will not be required to quarantine unless they develop any COVID symptoms within 14 days following the date of exposure. Those who develop one or more symptoms (e.g. fever, dry cough, tiredness, shortness of breath or difficulty breathing, muscle aches, chills, sore throat, runny nose, headache, or chest pain) will be required to quarantine as outlined below:

- Immediately quarantine for 10 days after symptom onset and contact a health care provider for potential testing.
- Quarantine may be shortened to 7 days with a negative test result that is collected on day 6 or 7 following the date of exposure.

Students who are required to quarantine will access assignments via Seesaw (4K-2) or Google Classroom (3-12) for the duration of their quarantine period.

Staff who are required to quarantine may work from home with supervisor approval.



FAMILIES WITH CLOSE CONTACT CONCERNS NOT RELATED TO SCHOOLS

(e.g. exposure at a family event over the weekend) should contact KCDH at 262-605-6700 to determine quarantine needs and must notify the school of any absence dates.

STAFF-SPECIFIC INFORMATION

This section pertains to staff members and includes a variety of topics regarding adjustments being made for the 2021-22 school year due to the pandemic. These items are fluid and may be adjusted as we learn what works and what does not during these uncertain times.

Crisis Prevention Intervention (CPI)

Should an incident arise, CPI measures may be implemented for the safety of the student as well as others in the area. In this instance, staff should first ensure they are wearing a face covering (i.e. mask and/or face shield) and gloves before assisting as quickly as possible.

Staff Business Travel

Staff wanting to attend conferences and/or other trainings must seek supervisor approval prior to registering. At this time, only virtual staff attendance for work-related conferences will be approved for the safety and well-being of themselves, colleagues and students.

Staff International Travel and Self-quarantine

The district is following the CDC's domestic and international travel updates, which can be found online at <u>https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</u>.

Staff Concerns About Returning to Work:

Staff with concerns directly related to COVID-19 may be eligible for paid leave and should contact the Office of Human Resources. Staff who do not feel safe returning because of health/medical reasons other than COVID, may contact the Office of Human Resources to determine whether or not there are any leave options available based on their concerns (e.g. FMLA, ADA, etc.).

Staff seeking additional support from an outside source are encouraged to contact LifeMatters, KUSD's employee assistance program, free of charge. LifeMatters is a 24/7 service that offers free, personal and confidential assistance to district staff and eligible dependents. Visit <u>https://members2.</u> mylifematters.com/portal/landing and enter kusd1 in the sign-in box.

Staff Lounges

These areas will be cleaned regularly so staff may safely access amenities. Physical distancing is encouraged.



ACADEMICS. OPPORTUNITY. SUCCESS.

Created in conjunction with guidance from the Kenosha County Public Health (KCPH)

INDICATORS THAT LEAD TO VIRTUAL EARNING

ANY of the following indicators may trigger a transition to all virtual learning. It is important to note that each closure decision will be made on a case-by-case basis and nothing prevents the district from moving to virtual learning for reasons other than those outlined below. (please note: all metrics are subject to change based on new guidance from public health officials):

POSITIVE CASES INCREASE



Based on the cumulative total of in-person staff and student COVID-positive cases divided by the total in-person staff and student population.

COMMUNITY OUTBREAK

A significant community outbreak is occurring or has recently occurred (large community event or local employer) and is impacting multiple staff, students, and families served by the community such that the KCPH directs KUSD to close buildings.



STAFF ABSENCES

Staff absences, due to individuals personally testing positive or being required to quarantine, reach a level that has the potential to compromise the safety or fidelity of the learning environment.

PHYSICAL DISTANCING

Staff and students will be encouraged to practice the <u>CDC's recommended</u> 3-feet physical distancing to the greatest extent possible in all areas of the district.

PERSONAL PROTECTIVE EQUIPMENT

Face masks

As recommended by KCPH and <u>CDC</u>, we will require all staff and students wear face masks from the time they enter a First Student or city bus, or arrive at school if they do not use district-provided transportation, until the time they leave district buildings or exit a bus at the end of the school day.

Students who forget their district-provided or personal face covering will be provided a mask for the day. District staff shall educate students regarding the importance of wearing a face covering in an effort to garner compliance. Repeated offenses or refusal to comply without a documented medical excuse will result in parent notification and may be subject to progressive discipline up to and including suspension.

It is understood there will be times during school when wearing a mask is not possible or even recommended. Those times may include:

- When engaged in indoor and outdoor exercise activities or while in an outdoor public area provided that a distance of at least 3-feet is maintained among non-household members, such as recess
- When not wearing a face covering is essential for communication (e.g. speech therapy; for deaf or hard of hearing, etc.)
- While obtaining a service that requires temporary removal of a face covering
- While eating or drinking
- As directed by the principal or teacher to prevent someone from getting overheated in a building without air conditioning on a hot day
- When the individual has a documented medical excuse
- When the student is younger than 4 years old

The district will provide five high-quality cloth masks for all staff and students. Students and staff may wear their own masks, too.

The district will also require all visitors who enter buildings to wear a mask prior to granting entry. Masks will be provided to those who may not have one on hand.

Gloves

Gloves are not practical for most district positions or functions but will be made available for custodians and people performing medical tasks, such as school nurses, health aids and others interacting with sick individuals. Gloves should be disposed of and hands should be washed immediately following contact.

Air purifiers/fans

Staff may utilize personal air purifiers and/or fans. Per the CDC, fans should not be blown across students/groups because it could spread contaminated air droplets. Pushing air in/out windows is appropriate. Fans also may be used for personal cooling. Devices used should not include essential oils or scents of any kind because they are asthma triggers.

PERSONAL HYGIENE

Staff and students are advised to do the following to protect themselves and others:

- Practice frequent and proper handwashing
- Eliminate physical contact no handshakes, hugs, high-fives, etc.
- Cover coughs and sneezes inside elbow or with a tissue
- Avoid touching eyes, nose, and mouth

Hand sanitizing stations are located at the entrance of every classroom and office area (e.g. main office, guidance office, ESC department entrances, etc.). This does not include individual offices or small pockets of offices.

Schools will display signage regarding hand washing, physical distancing, wearing masks and others to help remind students and staff about the safety measures in place.

CLEANING AND DISINFECTING

This document explains the usual cleaning expectations of each custodian.

The Facilities Department will continue to disinfect with an emphasis on sanitizing commonly touched surfaces throughout each building, such as counters, tables, desks, chairs, doorknobs, door surfaces, light switches, elevator buttons, railings, computer keyboards and lavatory fixtures, as well as all offices, cubicles, and meeting rooms.

Head custodians will continue to maintain an inventory of all routine cleaning and operational supplies and place orders as supplies, such as disinfectant sprays, hand sanitizer, etc., run low. Arrangements have been made for custodial staff at each site to obtain bottles of disinfectant, gloves, masks and paper towels for use to help keep them safe and perform additional disinfecting.

Custodial staff will rotate spraying rooms each night with <u>Protexus sprayers</u> regardless of any pending cases. Example: If someone has 30 rooms to clean on a daily basis, they will rotate spraying six rooms per day.

Each classroom/office will receive a 32 oz. bottle of <u>disinfecting product</u>. These bottles will be labeled and will be for classroom/office use only. It will be up to staff in each room to determine how often they want to wipe down their tables, desks and/or door knobs throughout the day. Staff should leave a note for night custodians when a refill is needed. Paper toweling or white towels also will be supplied to each classroom.

VISITOR PROTOCOLS AND PROCEDURES

The district intends to limit all non-essential visitors in buildings, including parents, guest speakers, recruiters, etc. Schools are encouraged to find ways to include these visitors virtually when possible. Parent meetings, such as IEPs, 504s, CSI and parent teacher conferences, will be held virtually to the greatest extent possible.

Visitors who are non-KUSD employees are allowed for academic, social/emotional, behavior and therapy purposes. This may include Officer Friendly, Seal-a-Smile, Kenosha Fire Department staff, school-based mental health therapy, mentors, etc.

When virtual meetings are not feasible, parent meetings may be held in-person at the request of the school or parent/guardian. Such meetings will be scheduled with prior notice and will be held in large spaces to ensure physical distancing.

Parents/guardians are encouraged to remain in their vehicles during any form of pickup and/or dropoff – before, during and after school.

Parents dropping off their child(ren) after the school day has started should send students into the building by themselves. They also are discouraged from dropping off forgotten items, including lunches and musical instruments, unless absolutely necessary. Should this occur, parents must contact the school office to arrange a dropoff of items, such as medications.

Parents/guardians picking their child(ren) up before the school day ends should call the school office. In this instance, parents/guardians should send a note to schools with their child indicating the need for an early dismissal. Elementary students will be walked out to the parent/guardian and may be asked to verify identification. Middle and high school students will be released to parents/guardians.

Deliveries should be dropped at a designated door away from student and staff traffic. If a visitor is allowed to enter the building, they will be required to wear a face covering.

Student teachers and field experience students from approved universities will continue to work in classrooms with a limited number of classes.x

<u>Facilities use permits</u> for outside groups (all classification of permit users except school activity groups) will be limited to outdoor facilities only for the 2021-22 school year unless later action is taken by the School Board.

FOOD SERVICES

General:

The framework of how the food service department provides meal service to students during a global pandemic was developed using resources from the United States Department of Agriculture (USDA), Department of Public Instruction (DPI) and the Centers for Disease Control and Prevention (CDC). Guidelines and procedures outlined within the framework are fluid.

<u>Hand sanitizer will be provided for all school kitchens</u>. Training on when to use hand sanitizer will be provided at back-to-school training and new-hire orientation.

Food Services, General (continued)

<u>Protexus</u> sanitizer sprayers have been purchased for each middle and high school kitchen. Unit managers will spray all high-touch areas at the end of each shift – using food grade approved sanitizer.

Glove usage during food prep follows the <u>Wisconsin Food Code</u> – "Bare hand contact is not permitted when handling ready to eat foods at any time." Additionally, gloves will be worn when collecting/scanning meal cards. Training on when to use gloves will be provided at back-to-school training and new-hire orientation.

<u>Child Nutrition Waivers 2021-2022</u>, including menu modifications will allow both food service staff and students to practice better physical distancing.

Meals and Menus:

<u>Nationwide Waivers to Allow School Meal Pattern Flexibility</u> will allow for complete meals to be served to students and to move them quickly through the cafeteria. The elimination of Offer vs. Serve will increase student food waste and food expenditures. This increased food waste cannot be turned into 'Sharing Tables.'</u>

Ala carte will be eliminated during the pandemic time to minimize time students spend in line selecting items to eat. By offering only (a limited number of) complete grab-and-go style meals, students will be able to quickly get through the food line.

Checkout/Point of Sale (POS):

The <u>Seamless Summer Option</u> will be extended to offer free, complete meals – breakfast and lunch – during the 2021-22 school year.

Checkout cashiers will have isopropyl alcohol spray bottles for <u>disinfecting POS machines</u> – recommended by the POS company. The POS and pin pads will be wiped with the isopropyl alcohol as possible.

Plexiglass barriers have been installed at all middle and high school POS stations.

Increase Physical Distancing:

Menu and packaging modifications will allow students to get through the serving lines much quicker. <u>This could allow buildings to choose from the following for Safely Distributing School Meals During</u> <u>COVID-19</u>.

- 1. Schools may add another lunch period, reducing the number of students in each lunch period.
- 2. Release from class to the cafeteria could be staggered to let fewer students move quickly through the lines before the next classes are released. It is recommended that middle school students not all be brought into the cafeteria and seated before being released into the food lines.
- 3. Schools could create areas in spaces adjacent to cafeterias in spaces not normally used for eating.
- 4. Meals may be eaten in the classroom.

TRANSPORTATION

The bus is often a student's first point of contact with school in the morning and the last point of contact in the evening. As such, the district will implement additional protocols to mitigate the spread of COVID-19 and protect both students and staff. These steps are meant to supplement the DPI Interim COVID-19 Transportation Guidance.

For most school districts, it is neither logistically nor fiscally possible to implement physical distancing on a school bus. In most cases, about 10-12 students would fit on a bus with physical distancing in place, which would take 2-4 times more buses, drivers and funds to implement.

The district will contact all parents/guardians to determine which students will be riding the bus and which ones will not based upon the district's mitigation plan. Students and parents/guardians will be a crucial part of helping ensure safety and mitigating risk while utilizing school transportation.

To ensure the safe transport of students, the district will work with bus companies to ensure the following is done throughout the school year:

- Inspect all buses and vehicles used to transport students for cleanliness and safety.
- Ensure vehicle safety inspections are current.
- Complete scheduled service and preventative maintenance or ensure it is on schedule to be completed.
- Inventory, collect, and purchase enough cleaning equipment and hygiene supplies with the understanding that buses will be disinfected on a more frequent basis. Use products recommended by the CDC, Environmental Protection Agency, local health departments and/ or risk management professionals.
- Thoroughly clean and disinfect all school buses and vehicles, especially commonly touched surfaces within the entry, passenger and driver's areas of the bus or transport vehicle, including car seats, seat belts, booster seats and harnesses, used to transport students on a regular basis.
- Allow time for the disinfecting products to dry and any fumes to dissipate before students are allowed on the bus.
- Document each time the vehicle is disinfected.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them.
- Ensure that cleaning supplies used are appropriately labeled so that employees are aware of the chemicals being used. Ensure Safety Data Sheets are available for all chemical products in use.

The following are modifications the district will be urging bus companies to implement due to the pandemic:

- Require face masks for passengers, drivers and aides
- An appropriate alternative for city buses would be to have plexiglass installed between the driver and passengers
 - Prohibit eating, drinking (unless medically required) or chewing gum on the bus
 - Post CDC safety signage in buses

The district will also work with bus companies to consider the following whenever feasible:

- Assigning drivers to a single bus and a specific route, as well as taking other measures to minimize the number of drivers who use a vehicle
- Staggering dropoff and pickup processes and locations where possible at schools.
- Creating assigned seating expectations on each bus. Examples:
 - Formal seating chart to assist with seating assignments and any infection tracing needs (assign students by grade or bus stop)
 - Transporting medically fragile students in separate vehicles when directed by the Department of Student Support and Special Education
 - Exchanging drivers as opposed to loading students onto a different bus

ISOLATION ROOMS

Isolation rooms will be staffed by a nurse when they are assigned to be on site. When a nurse is not on site, the room will be staffed by the health information educational support professional.

KENOSHA UNIFIED SCHOOL DISTRICT

Due to the pandemic, additional steps will be taken for the safety and well-being of all. We believe with clear procedures and revamped routines we can provide a safe and supportive learning environment for our students. These are general guidelines, and each school and/or classroom will make proper adjustments as needed.

ENHANCED PROCEDURES

ARRIVAL AND DISMISSAL

2021-2022

BETTER

Specific doors will be selected for each grade level, as well as students with special needs who arrive via bus, and will open no earlier than 10 minutes prior to the start of the school day to allow for physical distancing prevent overcrowding.

SUPPLIES

Students may carry backpacks with personal supplies to help limit locker visits. They also will use district-assigned devices to submit assignments.

ENHANCED CLEANING

Cleaning will focus on high traffic areas and touchpoints during the day and Protexus sprayers will be used to quickly disinfect affected areas. Teachers and staff also will have cleaning supplies to use as needed throughout the day.

SIGNAGE

Posters are displayed around buildings to encourage proper hygiene.

FACE MASKS

Everyone in district buildings is required to wear a mask.

ROOM SETUP Only the most essential

items will be allowed in classrooms (e.g. no extra tables, lamps, chairs, etc.).

PHYSICAL DISTANCING

Reasonable effort will be made to allow for appropriate physical distancing.

HAND-WASHING

Teachers will regularly remind students of proper hand-washing techniques.

HAND SANITIZER **STATIONS**

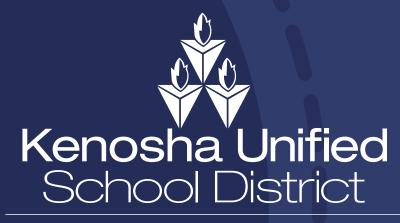
All classrooms will be outfitted with a hand sanitizer station.

FOOD SERVICES

- · All food service staff will wear face masks
- · Hand sanitizer will be provided for all school kitchens.
- Unit managers will spray kitchens using a Protexus sprayer on all high-touch areas with a food-grade sanitizer at the end of each shift.
- · Gloves will be worn when collecting/scanning meal cards.

 All menus will be modified to allow both food service staff and students to practice better physical distancing.





ACADEMICS. OPPORTUNITY. SUCCESS.