

WALTONVILLE COMMUNITY UNIT SCHOOL DISTRICT

RETURN TO IN-PERSON INSTRUCTION PROTOCOLS:

DAILY SCHEDULE

1. **HS ONLY:** Schedules will follow the following plan: Monday-Wednesday (hours 1-4), Tuesday-Thursday (hours 5-8), and Friday all periods.
2. **GS ONLY:** Schedules will follow the following plan: **K-5th Self-Contained:** Monday – Friday. **6th-8th** Monday-Wednesday (hours 1-4), Tuesday-Thursday (hours 5-8), and Friday all periods.
3. **HS/GS - In Person Learning:** Monday – Thursday (8:10 a.m. – 2:10 p.m.), **Early Dismissal:** Friday (8:10 a.m. – 12:10 p.m.).

SELF-CERTIFICATION PROCESS

All students and staff will be required participate in self-certification process of health before entering campus. By entering the building, students and staff are certifying to the following:

- ✓ They do not have a temperature over 100.4 F.
- ✓ They are not taking fever-reducing medicines such as aspirin, ibuprofen, or acetaminophen.
- ✓ They have not had close contact or cared for someone with COVID-19 within the past 14 days.
- ✓ They have not been self-directed to quarantine by a health care provider, or by the County or State Department of Public Health.
- ✓ They do NOT have any of the following symptoms:
 - o Chills, Cough, Fatigue, Headache, Sore Throat
 - o Shortness of Breath/difficulty breathing
 - o Muscle or body aches
 - o New loss of taste or smell
 - o Nausea, vomiting, or diarrhea

WALKERS/DRIVERS/PARENT DROP OFFS:

1. Students are allowed to ride to and from school in different ways (i.e. mom drop off and ride bus 2 home, dad drop off and grandma pick up, ride bus 3 to school and mom pick up). *SEE BUS RIDERS FOR MORE INFORMATION ON RIDING THE BUS*
2. **HS STUDENTS ONLY:** Student drivers are to remain in their vehicle until directed by staff to enter the building. If a student is being dropped off, s/he may enter the building no earlier than 7:45 and will be directed to the gym. Students will be assigned a specific area to maintain appropriate social distancing.
3. **GS STUDENTS ONLY:** Students may be dropped off at the front doors no earlier than 7:45. At which time, your child will be directed to a designated area.
4. All students must wear mask when entering the building (medical exceptions may apply).

All students will pass through a thermal temperature scanner and/or have their temperature taken by a staff member. Any student who registers 100.4 will be sent directly to the nurse and proper protocol will be followed as per the IDPH.

BUS RIDERS: *Students are encouraged to be dropped off by a parent or guardian if possible. If you are planning to ride the bus, you must notify the office by August 11, 2020.*

1. All students must notify the office by August 11th if their child is riding the bus. This includes drop-off and/or pick-up only transportation as well.
2. All students and drivers are required to wear a mask while riding the bus.
3. Parents must use the self-certify process to ensure their child is temperature and symptom free before placing them on the bus (*SEE SELF-CERTIFICATION PROCESS FOR MORE INFORMATION*).
4. Families/Households will be seated together on the bus and social distancing will be maintained as much as possible.
5. All students must sit in the same seat each day on the bus and must remain in the assigned seat for the entire trip.
6. All students must ride the same bus each day due to limited space and capacity guidelines. No student is allowed switch buses at any time or for any reason.
7. Eating and drinking is prohibited on the bus.
8. All students must wear mask when entering the building (medical exceptions may apply).

All students will pass through a thermal temperature scanner and/or have their temperature taken by a staff member. Any student who registers 100.4 will be sent directly to the nurse and proper protocol will be followed as per the IDPH.

DISMISSAL:

1. Masks must be worn at all times within the building.
2. Students will remain in classrooms or designated area until they are dismissed.
3. Procedures will be as follows:
 1. **HS** bus riders will be dismissed at 2:00 (*Fridays only 12:00*) and then the bus will go to the **GS** to pick the grade school students.
 2. **HS-** drivers and walkers will be dismissed at 2:05 (*Fridays only 12:05*). Students who are pick-ups will be dismissed at 2:10 (*Fridays only 12:10*).
 3. **GS-** walkers will be dismissed at 2:05(*Fridays only 12:05*). All parents/guardians must wait outside and utilize social distancing procedures. Students who are pick-ups will be dismissed at 2:10 (*Fridays only 12:10*).

BREAKFAST:

1. K-2 will eat breakfast in the cafeteria.
2. Grades 3-8 will report to rooms and eat breakfast in their assigned classrooms.
3. Masks must be worn until seated at breakfast.
4. Students will sit at assigned marks on tables to reduce contact.
5. Students will be dismissed by staff to reduce congestion.
6. HS students will eat breakfast in the HS building.

LUNCH:

1. Lunch times will be staggered to reduce congestion and allow for social distancing.
2. **K- 8** will eat lunch in the cafeteria or designated area.

3. **HS** lunch will be staggered into two periods (*Freshman-Sophomore and Junior-Senior*).
4. Masks are to be worn until student receives tray or sack lunch and is seated at assigned seat or classroom.
5. Tables will be marked with specific area to sit during lunch, this is to maintain social distancing.
6. Masks may be removed for lunch, after student is seated with lunch.
7. Floor will be marked for students to maintain social distancing while waiting to receive lunch tray.
8. School lunch and sack lunches will be separated to maintain social distancing.
9. Students will be dismissed from lunch individually to reduce congestion.
10. Students may not share food.

HALLWAY:

1. Masks must be worn at all times.
2. Lockers will not be used. Students will be required to keep their book bags and supplies with them during the school day.
3. Students will travel in one direction marked in hallway.
4. Students will be asked to move expeditiously in the hallways during passing periods (**HS**) and the **GS** will monitor students as they transition to the restrooms or other classrooms.
5. Staff will monitor hallway for congestion.
6. Movement in hallway will be staggered to reduce congestion.
7. Water bottle stations will be available. Stations will be sanitized on a regular schedule.

CLASSROOM:

1. Masks must be worn at all times.
2. Classrooms will be organized to space students apart to the greatest extent possible while retaining educational function.
3. Small group work is allowed and the teacher will work to maintain social distancing during classroom interactions.
4. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas.

RECESS/OUTSIDE:

1. Playgrounds will be separated by grade levels to reduce total number of students.
2. Students and staff may remove face masks when outside while maintaining 6 ft. social distancing.
3. Playground equipment will be sanitized after use- *if used*.
4. Students will enter building by grade level to reduce congestion in hallway.

RESTROOMS:

1. Staff will monitor restrooms for capacity guidelines.
2. **K-5** classrooms will develop restroom schedules throughout the day.
3. **6th/7th/8th** staff will monitor restrooms during passing periods to reduce congestion and maintain contact protocols.

4. Students will be instructed in proper hand washing and social distancing guidelines for restroom use.
5. Restrooms will be sanitized regularly by custodial staff.

OFFICE:

1. Visitors to school will be extremely limited.
2. Visitors must wear a mask when entering the building.
3. All WCUSD students, staff, and visitors are to maintain social distancing throughout the day as much as possible.
4. Students must wear a mask to enter office.
5. All students who exhibit any symptoms will be sent to the nurse. No students will wait in the office areas with fever or symptoms.

SAFETY AND WELLNESS

1. NO OUTSIDE FOOD MAY BE BROUGHT INTO SCHOOL FOR PARTIES DURING COVID-19.
2. Frequent handwashing and hand sanitizing is key to help prevent the spread of COVID-19. Staff and students will be encouraged and time will be allotted to do so throughout the day. Hand sanitizer will be provided, but please send some with your child if available.
3. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch and common areas. Restrooms and common areas will be cleaned multiple times throughout the day.
4. Students are allowed to bring clear water bottles. Water stations will be set up throughout the school for students to re-fill their water bottles.
5. All students and staff will be required participate in self-certification process (*SEE SELF-CERTIFICATION PROCESS*).
6. Staff will notify the nurse before a student is sent for medical attention.
7. Quarantine room will be designated room #18 at the Grade School for anyone with symptoms.
8. Quarantine room will be sanitized on a regular basis.

RETURN TO LEARN PLAN:

- ***COVID-19 Test Results Pending:*** A student that has been tested for COVID-19 should not return to school until notified of their results.
- ***COVID-19 test positive:*** A student who tests positive for COVID-19 will be required to quarantine at home per the Jefferson County Department of Public Health guidelines. A parent should notify the school nurse if their child tests positive, so that contact tracing can be initiated. A student must stay home at least 10 days from onset of symptoms and 24 hours with no fever (without taking fever reducing medications) and improvement of other symptoms-whichever is longer. A release letter may be required from the health department to return to school.
- ***COVID-19 test negative:*** A student that tests negative for COVID-19 may return to school once they have been fever free for 24 hours, without taking fever-reducing medication (i.e. Tylenol,

Advil, etc.) and/or have been 24 hours without vomiting/diarrhea. Please refer to [IDPH Communicable Diseases in School Guidelines](#).

- **Not Tested for COVID-19:** If any one of the following symptoms are present: Fever (100.4 or higher), fatigue, body aches, headache, shortness of breath, cough, sore throat, congestion or runny nose, new loss of sense of taste or smell, nausea, vomiting, diarrhea, and/or abdominal pain. The student should stay home at least 10 days from onset of symptoms and 24 hours with no fever (without fever-reducing medications) and improvement of other symptoms-whichever is longer. Testing for COVID-19 is recommended by IDPH with any one of these symptoms.
- **Close Contact of COVID-19+ Individual:** If a student is considered to be a close contact of an individual that has tested positive for COVID-19, then they will be required to quarantine at home and may not attend school at least 14 days from last contact with the individual or released by the Jefferson County Department of Public Health. A release letter may be requested for the student to return.
- **Other diagnosis (not COVID):** A student who is diagnosed with an alternate clinical diagnosis or laboratory confirmed condition (i.e. norovirus, strep throat) should follow provider directions/treatment and return to school per policies and [IDPH Communicable Diseases in School Guidelines](#). A physician's note will be required to return to school.
- **Check in Procedure upon return to school:** Students and staff returning from illness from COVID-19 should check in with the school nurse following isolation/quarantine. Teachers or office staff will notify the school nurse as soon as the student is present. Student's temperature will be checked and symptoms evaluated to determine if criteria for discontinuation of isolation/quarantine have been met prior to returning to class.

NOTIFICATION OF COVID-19 TO PARENTS/GUARDIANS

1. If a positive case is reported to the district, a notification will be sent out to parents. No identifying names will be given for privacy of students or staff.
2. Follow all procedures as per the IDPH and Jefferson County Department of Public Health.
3. Assist the Jefferson County Department of Public Health contact trace as necessary to ensure the safety of all students and staff.

NOTICE TO PARENTS AND FAMILIES

The teachers, staff, administration, and Board of Education have worked very hard to ensure the safety and welfare of all. Please know that the above mentioned procedures and processes may be modified as new information is shared daily from the State Board of Education, IDPH, and CDC. We appreciate your continued support.