

# School Reopening/Safe Return to School Information

## South Shore School District

### Main Points

- South Shore will re-open beginning in 2020-21 on September 1, 2020, face-to-face, every student-every day with precautions in place, recorded in this document
- Clear vinyl portable desk shields have been purchased for every student, along with a carrying tote, to place around their desk/work stations. They will arrive between September 4-9, 2020
- We will temporarily add a bus route to keep the number of students at approximately 20-24 students per bus (students may not get notes to ride other buses during this time, as it will impact the seating order, spacing, etc.). Buses will load from back to front and unload from front to back each day to avoid having students walk by seated students. We will also utilize our leased bus for this and potentially have our custodian do the driving of the bus (taking away 4 hours each day of his custodian time for this)
- We will temporarily increase custodian time by four hours per day (currently 14 hours per day during the school year) - increasing to 18 hours per day during the school year to assist in the large amount of extra cleaning/sanitizing that is required for face-to-face learning
- We will temporarily increase cook time by two hours per day (currently 12 hours per day for the school year) - increasing to 14 hours per day during the school year.
- Daycare will continue as in previous years, three days per week when school is in session. This year, those days will be Mondays, Wednesdays, and Fridays
- No LatchKey or other community service activities will occur after school this year during the COVID crisis
- Sports will be allowed, in keeping with the WIAA rules and regulations (more limited during this COVID crisis). Sports practices start dates have been pushed back by the WIAA (high risk sports start practice on September 7, low risk sports start practice on August 17). The Indianhead conference is not allowing any competitions until at least October and we will be following those guidelines. The board will meet on September 16, to more clearly define the status of athletics/co-curricular activities beginning in October.
- Students who wish to pursue online learning at home will be allowed to do so. We will utilize Educere or Wisconsin Virtual School for this. Students will be allowed to participate with the class on virtual field trips, and any other activities that they might be interested in coming into the school and participating. This will include co curricular activities, etc. The instruction done by teachers with face-to-face students will generally not be available to students participating in the virtual option.

- We will be preparing students and staff for total virtual learning if the times/COVID situation determines that it is necessary. Teachers are preparing virtual classrooms, and students will be training during the first weeks of school how to learn from home more effectively.
- Personal Protective Equipment/Supplies have been purchased (masks, face shields, barriers, cleaning/disinfecting supplies, etc.)
- Protocols and practices for learning face-to-face in the age of COVID will be taught to students and staff, who will be expected to follow these protocols
- Temperatures for all people who enter the building will be taken daily and as symptoms arise. Flowcharts will be in place to help with decision-making when symptoms occur.
- Chromebooks or Tablets will be available for all students PreK-8 (previously only grades 2-8 had chromebooks available. Students in grades 9-12 will continue to have laptop computers available to them.
- We are placing desks/tables for students as far apart in each classroom as possible to maintain social distancing. In some classes with larger numbers of students, they will not be six feet apart, but there will be desk/table shields available
- No visitors will be allowed in the school building during the COVID crisis. Only staff, students, delivery personnel (UPS, FedEx, food transporters, etc.), and governmental authorities will be allowed in the building. Parents/guardians who pick up/drop off their students will need to ring the doorbell and wait in the breezeway between the outside and inside doors to pick-up/drop off their children
- Masks/face coverings are required for entry into the building by students, staff, etc. (at least through September 28, 2020 and then contingent upon further orders from the government). Exceptions to this rule are students under the age of five years old. Those students, staff, etc. who have an acceptable signed medical/IEP, etc. order allowing them to not wear a face covering will need to wear a face-shield instead. Those students, etc. who refuse this requirement will not be allowed to remain in the building. Students who refuse to wear a mask and do not have a medical order, will need to access the virtual option and not attend the building.
- When/if students or staff exhibit symptoms of COVID while in school, they will need to go to an area away from the other students and eventually go home (report to office first and be directed to a proper location by office personnel). For students who exhibit symptoms, the parents/guardians must arrange for transportation home right away, as we cannot have students/staff, etc. with symptoms stay in the building for an extended period of time. For example, if a student exhibits symptoms at 8:30 AM, a parent must arrange for pick-up of the student in a timely manner (hopefully within the hour). The student cannot be allowed to stay in an isolation/sick room for several hours and be picked up later in the afternoon. Flowcharts produced by the Bayfield County Health Department and the school district will assist in determining how/when students/staff/etc may return to the building.

- During this pandemic, it is entirely possible that we will have to temporarily close school for a day, week, several weeks, etc with very little notice. The district will utilize the Remind and Twitter applications to alert the students/families if school is closed. The district will also utilize the local TV/radio media (as in inclement weather closures). It is possible that school might be closed for certain grade levels for a period of time, depending upon the type of exposure/symptoms, etc that might happen. The district will make these announcements via Remind, Twitter, and local news outlets as well. For example, an announcement might be made at 10:00 PM on a Monday night that: South Shore 3rd and 5th grade classes will not have face-to-face attendance on \_\_\_\_\_ (date). So please be monitoring these applications, as the COVID situation is not predictable. We want to make our students/staff as safe as possible, so we will need to act quickly to close the building (and with very little notice).
- Breakfast, lunch, and snacks will be eaten in homerooms/classrooms instead of the commons area to reduce exposure to large groups of students. Cooks will have containers in each classroom for students to put their trays in after use so there will be no long line for students in the commons to return trays. We are adding cook time to be able to make this happen.
- Playground areas will be divided into sections with smaller groups of students in each section. When the gym is utilized for recess (rainy days, etc.), it will be sectioned off as well to minimize large group close contact. Recess periods will also be spaced out more than previous years to have less students at one time on the playground
- Consider having foldable “camp chairs” so students can have a place to sit outside, as we take opportunities to have class outdoors when the weather is acceptable. This can also apply to lunch time
- Fans can only be allowed in classrooms if they are in windows, bringing in outside air
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### **Communication Committee Plan**

\*Find out from parents/guardians what they need for online schooling, etc.

-End of summer town hall meeting to discuss what school will look like in the fall based on updated information received during the summer

What the physical building will look like - safety, barriers

-Centralized digital student family contact information database

-Survey families for information on how the online learning went and their plans for 20-21 school year for their children (home or at school). Paper mailers, google forms

Collaboration, extra support for students - contacting parents, etc.

- Outreach approach for contacting student families when a concern about student performance surfaces. Assign the appropriate staff member as the point of contact.
- Mentor list for JR/SR HS, family mentor list
- Zoom standards set by teachers for all students/families to have understanding of what is expected

When training students, staff, parents, understand that chromebooks will be available for all students K-8 (expanded from previous years) -we will train students on expectations -also training for teachers on dealing with all of these issues, particularly new teachers

- Training for virtual instruction. Parents - send training video
- Training for support staff, substitutes, etc. late summer before school year begins so information is fresh and updated.
- New technology for Pre-k - 1 and families training.

Find out from teachers what they need for online/blended instruction

- townhall for teachers for positives and negatives from spring 2020 online learning

SchoolOnline/blended learning expectations for Fall 2020. Attendance/participation etc.

- Grading
- Attendance
- Schedule
- Conduct
- Participation

Internet accessibility for students - provide alternate options for families w/o internet

- Individualized needs of each student (some don't like Zoom - get overwhelmed)

Communication with families on procedures for health safety protocols

- Taking temperatures at home before they leave for the school day
- Procedure if child is sick at school - must have someone able to take the child from school in a timely manner
- providing online education for those who need to stay home
- clear communication/expectations regarding student health
- bus procedures
- what the building will look like with the health/safety equipment

School to home and home to school communication

Continue enhanced communication including all staff and between building and departments

- all staff meetings along with Elementary/JR. SR. HS individual meetings

Receiving feedback from families regarding remote/virtual instruction

Reach out via paper form, online survey and a third option to reach out to families who cannot use the first 2 options.

-Survey will be sent out via USPS (with a self addressed stamped envelope) with a link to take the survey online as well as paper copy. It will also be sent out in Remind. Parents will also be given the option to call in to give feedback. Online responses will be identified as the preferred method of response. The team would like the survey out sooner than later.

#### Survey data

- receive, compile and process
- deal with responses in small chunks to prevent being overwhelmed
- provide other committees with the data as it comes in

Reviewed questions on page 6 of EDUCATION FORWARD document to determine how the committee is addressing each one.

- The survey should help address many of the questions highlighted in the DPI document.
- The team will use the information from the survey, plus we'll be adding at least two more parents to the committee to help identify unidentified biases.

The team needs to communicate to parents that there is a potential that COVID will require the school to go virtual at any time, without warning. The school may need to put together a SOP for virtual learning to ensure the information is consistent and available in the future. This document needs to be clear of differences, such as Distance Learning vs. Virtual Learning. This also ensures that teachers are consistent with their verbiage and the meaning of the verbiage.

Identify what communications with parents are needed and put together a plan to space out the communications so that we do not overwhelm them. E.g. The information from the DPI document needs to be put in the communication plan.

Continuing to utilize current communications with parents regarding the guidance that officials are recommending for the school year.

Continue to provide monthly updates to the parents after school begins. We agreed to come back to this item by the end of August to identify the optimal means of communicating updates.

#### Timeline highlights:

- July 10 survey data analyzed and organized to share
- July 10 identify and have engaged the parent committee members
- July 10 review DPI document and put together plan for next steps
- July 10 system in place that has other committees use Donya
- Second week of the month, the Communications Committee will update the parents.
- End of August will be the final communications for parents. This should include any information that has been finalized by DPI, other South Shore committees, and a notification to parents of future updates from our committee.

- Mid August will identify the optimal means of continuing monthly communications with parents during the school year.

#### ACTION ITEMS:

- Skyward needs to be modified to contain all the information.
- input the returned survey received through snail mail -7/6: Have survey responses from every single class, which is great. It was difficult to identify all the returned responses unless we compare their cell phone number.
- We had 39 responses. Team agreed to leave the survey online for post-deadline responses. Team agreed to share Jamie's spreadsheet with others.
- will be responding to parents requesting call backs -
- Will update the group on our Action Items by July 6th at 8:30. The team will plan on updating all other groups every Monday with additional information.

July 13, 2020

- Want to ensure the Communications committee receives and projects to those people that need information. Jamie volunteered to be the contact person since he works 12 months a year.
- We need to consistently get an update from each committee to put in the Communications Newsletter(?). Additionally, put in the letter that anyone that did not return the survey can still send in their information.
- May want to have a mid-August town hall meeting for the community to ask questions regarding the upcoming school year.
- Biggest goal is to keep the community informed.
- summary of the DPI letters. The key information should be included in the Student Handbook. The handbook has been updated over the years.

### Logistics Committee Planning

#### Logistics Committee Planning Notes after 8/3/2020 meeting

- **PLAN A**
  - Extra Training and focus on hygiene habits for all
    - More Handwashing, hand sanitizer use, and overall don't touch your face
  - All students come to school, as scheduled
    - When students arrive to school
      - All students go directly to their homerooms/classrooms for temp scan
        - Bring all their belongings from bus with them
      - If they have a temp over 100.4, they are sent to office immediately
      - If they are regular temp, then they can unload belongings
        - Then HS/MS get breakfast

- Elem wait for breakfasts
  - No water fountain use, just bottle filling station
  - All wear face masks
    - On the bus, in the school, in every classroom, all the time
    - School will provide masks for any student who does not have one
      - May wear own during school, but must be appropriate or will be made to change to a school mask
        - Example: no angry faces, vulgar words/symbols - appropriateness will be determined by teachers and administration
    - \*\*\*Also see Health Committee for more information
  - Jackets, Backpacks, Lockers
    - AS MUCH AS POSSIBLE
      - Bring all morning supplies with them to each class
        - Limit trips to lockers in between classes
        - If a student needs to visit their locker, they need to ask for permission from teacher during the class period
      - Only use lockers for jackets/boots/ect storage throughout the day
  - Except families that want/need to stay at home, then virtual experience
    - 6-12 would be enrolled in Wisconsin Virtual School or Educere
      - Possibility for Virtual South Shore Experience, with approval
    - Would be expected to meet all requirements
    - PK/K/1 might be 'as best we can'
    - 2-5 online resources (see what we can find before 9/1)
    - Attendance would be mandatory for all classes
      - \*\*\*including home room check-in daily!
  - All students all wear masks in transition times for hallways
- Recess PK/Daycare-6
  - Playground divided into 6 sections
  - Rotates by day through grades
  - Times
    - PK/K- out 10:40, Whistle 11:05, Lunch 11:15
    - 1- out 10:55, whistle 11:20, Lunch 11:30
    - 2/3- out 11, whistle 11:25, lunch 11:35
    - 4- out 11:05, whistle 11:30, lunch 11:40
    - 5/6- out 11:30, whistle 11:55, lunch 12:05
- Meal Time
  - **\*\*\*All students and staff wear masks to go through lunch line\*\*\***
  - Use/move/add hand sanitizer station for HS/MS before they take tray
    - Alternatively, extra time given for hand-washing before lunch if possible

- Trays carried by students, filled by cooks only
  - \*\*\*all students wear masks when in line\*\*\*
- 6' spaced marks on floor for students to line up with physical distance
- Totes in every classroom for empty trays/ect, Linda + Mandi would pick up
  - Food scraps/ect would stay with trays in totes
- Breakfast:
  - 5-12 Take food and eat in homeroom 7:45-8:15
    - Homeroom is also first hour class as much possible to limit traffic
  - PK-4 starts at 8:20
    - All eat in their classroom, pick up in bags from elem kitchen
- Lunch:
  - Elem starts at 11:15am line up and be served through elem kitchen
    - One class in line at a time to get food, eat in classrooms
      - Line up by gym mats for lunch line
      - Exit line through kitchen across from office
    - Kitchen staff would come pick up trays from classrooms after meal time
    - PK-4 served through elem kitchen
    - 5-6 wait until 12noon to be served through HS kitchen
      - \*\*\*Start Times in Recess section
  - HS/MS Take food and eat in the room where they have class afterwards
    - Announcement to be dismissed for lunch (7-12)
    - Kitchen staff would come pick up trays from classrooms after meal time
  - No Second Helpings allowed
- All Face-to-face school days would include snack for all students provided by school
  - Morning Snack for 7-12
    - Snack distributed by staff at the start of 4th hour (10:40am)
  - Afternoon Snack for PK/Daycare-6
    - Distributed by staff in classrooms
- All students/staff wash hands or use hand sanitizer after eating
  - Posters with good practices posted around school to reinforce healthy habits
- Meals for Students staying home because of choice or quarantine
  - Students choosing to complete virtual learning can pick up meals
  - Students being quarantined will be treated as any other sickness, no meals

- Buses (use all 5 every day to limit # of students on each route to less than 25 **IF** there are not enough parents choosing to drive their students to school)
  - First students on fill from back to front
    - First students off from front to back
    - All students dropped off at first sidewalk (elem) and walk to their respective entrance doors
  - \*\*\*First week of school: Aide on each route
  - Assigned seats and mask wearing
  - Stress importance of these procedures
    - Discipline policies will be enforced for breaking the rules
  - No student with physical symptoms or fever is allowed on
  - Only one student per seat, except siblings/shared household members
  - Need to split Debbie's bus at the very least
  - Assigned seats for all students
  - No bus passes
    - Students are only picked up and dropped off at same location every day
    - No 'notes' to go anywhere else for social purposes
    - Families who share custody or grandparent home drop-offs are allowed, but must be pre-approved and consistent throughout the year
- All Students have their own supplies, and do not share
  - Examples: Art supplies, pens/pencils, ect.
- Mask care
  - See health committee's plan
- Sanitizing measures
  - 9-12 classroom teachers sanitize in between classes, with bucket/rag
  - **NO STUDENTS MAY HANDLE CLEANING PRODUCTS**
    - Also, no spray of any kind may be used around students
  - Open windows for air flow if using aerosol sprays after school (may not use around students)
  - Teachers responsible for student desks, chairs, faucets, teacher desks
    - Sanitize between student changes as well multiple times per day
      - Older students can help if teacher supervises for effectiveness
    - School provides solution/rags (No spray may be used around students)
      - Rags can be washed in mesh mask bags as staff sees needed, but at least once per week (daily would be even better)
    - Shouldn't use spray when students present to prevent overspray harm
  - Custodial: general cleaning as usual and:
    - Fill cleaning solution buckets in every classroom nightly

- Make certain soap and hand sanitizer pumps are filled
  - Disinfect water fountains, bathrooms, interior and exterior doors/handles, cubbies/locker handles, other as custodian sees fit
  - Disinfect Locker Rooms nightly (lysol spray and fans?)
- Sickness after coming to school
  - Isolate students in sick rooms when possible
  - Possibly designate another area within the gym or library with partitions until picked up
- After school activities
  - Tutoring held via zoom after 4pm (nothing in person)
  - No Latchkey or elementary face-to-face afterschool programs
    - Online at teacher/coordinator's discretion
  - Sports: WIAA recommendations (and health department for our county)
    - Indianhead Conference: No Sports Contests until October 1 (at least)
      - Cross Country: Each school runs the race with only their school
      - Finishing times split by level after each school finishes
    - No Practices until September 7
    - No late bus will be provided, if students join sports they will need to have their own rides set up
      - We strongly encourage all students to wear masks if they carpool
  - No After School clubs in person, but possibly available virtually if teacher chooses
- No Field Trips until further notice
- Quarantines: Procedures for if someone gets sick
  - Bayfield County Health Department will direct us as the situations arise
- Other health precautions as recommended by CDC and Health Department
  - Email Ann Coy or Peggy Hipsher for more information and questions

- **PLAN B**

- Completely back to virtual
- Staff makes weekly zoom schedule before we start this so families can plan (shared doc)
  - Stagger what days assignments are due for each instructor to help student stress

- Zoom sessions coordinated between all staff members on a shared document
  - GoogleClassroom, Class Dojo, or Class Tag are the formats we should use
  - Other mental and physical health needs to consider about screen and sedentary time
- \*\*\*Meal Deliveries for winter months change to drop off points instead of individual stops
  - \*\*\*Once per week for exchanges of print materials
- One-On-One as necessary or allowed
  - Take a school van and work with or pick up students as needed for one-on-one help

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### Open House Logistics virtual

PK-12 invited Families to zoom meeting by Mr. Gustafson

-Welcome/ect

-Guidelines for Handwashing and Hand-Sanitizing

-layout of school

\*If/When we might have to be virtual

\*Lockers will be set up the first week of school

\*Encourage Backpacks for all 7-12 students, lockers only for jackets/boots/ect.

\*Overview of Skyward, google classroom, ect so all families know how to access

-Videos of Social Distancing in lunch line (made by staff/older students at first inservice)

-Run through the lunch line process

All teachers pre-record a 2 min video of what it will look like this fall in their classroom, posted to website with contact information for questions

Lunch Procedures Video posted on district website as well

### Health Considerations- Physical and Mental

**6/22/20 COVID-19 Infection Control Checklist for K-12 Schools- from DPI Guidelines**

**(Notes added from the 6/25/20 meeting are in bold print)**

**(Notes added from 7/13/20 meeting are in red print)**

Points to Consider from DPI	Notes on decisions or implementation at South Shore
<p>Establish a planning team to develop guidelines for infection control practices (administrators, school nurses, teachers, support staff, public health officials, school medical advisors, or local healthcare providers, parents, students).</p>	<p>Committees are actively working on the following areas:</p> <ul style="list-style-type: none"> <li>● Mental and Physical Health</li> <li>● Logistics</li> <li>● Academics</li> <li>● Communications</li> </ul>
<p>Determine what physical infrastructures are required to promote social/physical distancing (classrooms, hallways, cafeteria, gym, playground, library, plexi-glass barriers etc.).</p>	<p>Student desks and work areas should be spaced 6 feet apart and facing the same direction. Tape can be used on the floor to mark appropriate distance for students to stand apart while waiting in line for the bathroom, in the lunchroom, while moving through the building.</p>
<p>Determine plans to protect children, staff and families at <u>higher risk</u> for severe illness.</p>	
<p>Identify <u>staff</u> who cannot or choose not to be in school due to their own high-risk conditions or age. Make arrangements for alternative assignments.</p>	
<p>Social distancing practices determined at district and building level.</p>	<p>Logistics and Health groups are creating guidelines to be followed. The expectations will be shared with families and taught to students. Guidelines will be posted around the school building so they are clearly outlined for all.</p> <p><b>The goal is to keep students 6 feet away from others as much as possible. Try to keep the same small groups or classes together and reduce interactions with other groups or classes. The more we can do this, the lower the risk of spreading illness.</b></p>
<p>Use of facial coverings determined at district and building level.</p>	<p>Suggested use of masks or buffs on school bus and face shields in the school building.</p> <p><b>Students will wear face coverings from home on the bus. They will receive a clean mask or buff from the school each morning. The teachers will collect masks or buffs at the end of the school day. The teachers will bring the masks to the laundry room in a mesh bag so they can be washed by the custodians. Teachers will pick up the masks from the laundry room in the morning.</b></p> <p><b>Students will wear their masks/buffs when moving in the hallways or times when they are closer than 6 feet from others.</b></p>

	<p><b>We need a plan for what students will do with their masks when they are not wearing them. Maybe place them in a paper bag.</b></p>
Plans for and level of symptom screening determined at district and building level.	<p>Students' temperatures will be screened before boarding the school bus or screened when they arrive at school.</p> <p><b>Students can be screened in their classrooms as part of a daily routine. It doesn't need to be prior to boarding the bus or entering the school building.</b></p>
Determine level of social distancing district will use on school buses. Consider use of facial coverings if less than 6 feet social distancing maintained.	<p>Students from the same household will sit together. Leave an empty seat between students from different households. Students will wear masks or buffs on the bus.</p>
Determine with local public health department role of school in contact tracing and notification to staff and families of possible exposure to COVID-19.	
Set up "isolation area" and determine staffing plan.	<p>Use of the health rooms in elementary and high school offices?</p> <p><b>Students that develop a fever at school need to be isolated 6 to 10 feet from others and sent home. They need to wear their mask. We need to designate another area for overflow, if multiple students need to be isolated. We could consider using the OT/PT room or elementary gym.</b></p>
Attendance policies, plans for monitor absences and plans for offering alternative education while students are quarantined due to illness or exposure.	<p>Online learning options will be available for students who cannot physically attend at any time. Students will be expected to attend online classes if they are ill or quarantined.</p> <p><b>We need to express the importance of keeping ill students at home. Definitive guidelines need to be established for determining when students will be sent home and how long they need to remain at home before returning to school. Students who had a fever should be fever free for 3 days before returning to school. Students who have been exposed to the virus should quarantine for 10 days. Students who have traveled may also need to quarantine before returning depending on where they've been (more guidance/discussion needed). Students who are quarantined should be doing online work.</b></p> <p><b>Staff members that may be quarantined could possibly manage online work or remotely tutor students who are</b></p>

	<b>quarantined.</b>
Plans for social distancing, use of facial coverings, symptom screening, scheduling, and transportation communicated to staff, students and families.	The communication committee is facilitating the communication between staff, students, and families in regard to these topics. Information from other committees should be shared with Donya Pudas.
Illness/symptom exclusion criteria established and communicated to staff, students and families.	<p><b>We need detailed criteria with symptoms listed to help parents and staff determine when people should stay home.</b></p> <p><b>Anne Coy reported that the county is creating a flowchart to be used to help people make decisions based on specific symptoms. The flowcharts will be sent to the schools.</b></p> <p><b>Diana reported that the county has created magnets with clear guidelines for when people should stay home. The magnets will be sent out in our back to school packets.</b></p> <p><b>The county will create a communication form that we can send home with students who are ill. We will write-in the earliest date that the student should return to school based on their symptoms.</b></p> <p><b>The county will be surveying schools weekly to look for trends in absences and symptoms. We will call parents to check on the reasons for absences so we can monitor symptoms and share information with other parents when necessary.</b></p>
Criteria for return to school established (with input from local public health department) and communicated to staff, students and families.	<p>Health committee meeting with Anne Coy and Peggy Hipsher on Thursday, June 24th at 1PM.</p> <p><b>Anne and Peggy will continue to help develop this.</b></p>
Adequate supplies of soap, paper towels, hand sanitizer (60% alcohol based), tissues, no touch trash receptacles, facial coverings, disinfectant wipes, cleaning supplies, non -contact thermometers, and PPE are available.	<p><b>Hand sanitizer should only be used when hand washing is not available. Hand washing is much preferred.</b></p> <p><b>Commonly touched surfaces need to be sanitized frequently: door handles, faucets, bathrooms</b></p>
Post signs in highly visible locations (i.e., school entrances, restrooms) that promote everyday protective measures and	Safety guidelines and expectations will be shared with students and families and posted where necessary in the school building and grounds.

describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering	
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**Additional Notes:**

- **Students and staff should quarantine when they have been in close contact with someone with COVID 19. Close contact is defined as: Within 6ft for more than 15 minutes.**
- **If a student or staff member from a specific grade level has been positively diagnosed, that grade level or group should be asked to quarantine until testing can be completed. Anne will look into the possibility of a clinic sending staff to do the testing. We need to keep in mind that some students may be out 15-20 days. If they are in close contact with someone who comes down with the virus, the recommendation is that they stay home for 10 days past the time that the infected person feels better.**
- **Efforts need to be made to minimize the number of students moving through the hallways at the same time. Possible solutions are: staggering classes that would meet for 1 class period or 2 class periods; Students take materials from their lockers for 2 classes at a time; Determine times that specific grade levels can go to their lockers**
- **Lunch: Cooks will use sneeze guards to protect the food. Students must wash hands before they eat. No salad bar this year. The elementary students will be served out of the elementary kitchen and eat in their classrooms. Lunch trays will be stacked on carts when the students finish. The lunch menu can contain the same foods as last year. Linda will talk to the DPI about lunch options on early release days. They will likely do a bag lunch to go. Additional Ideas:**
- **Bag lunches may make things easier.**
- **5th and 6th Grades could be served out of the high school kitchen**
- **We'll need more time to serve students this year due to sending one class to the lunch line at a time. This may require the playground supervisors to keep students outdoors longer to avoid congestion in hallways.**
- **4K and Kindergarten students could have their lunch trays served to them off of large carts in their classroom. There wouldn't be a need to cover trays.**
- **Lunches brought from home should contain items the students can easily open on their own and not require use of the microwave.**
- **Playground: Students should stay with their classmates and rotate through stations; some on the play equipment, some in the fields, etc. The purpose is to reduce the amount of contact with different individuals.**
- **All staff need to check their temperature upon entry to the building each day.**
- **Ventilation: Windows should be open when possible to increase ventilation. The more we can be outside, the better. Masks don't need to be worn outdoors.**
- **Latchkey and after school programs should not be offered this year. We should be concerned about where the students go after school. We want to minimize their outside contacts.**

- After school tutoring could be held over Zoom.
- Hopefully, there will be a vaccine in 6 to 8 months so this is temporary.
- Anne Coy has offered to help staff with any questions they may have. She can be emailed at: [acoy@bayfieldcounty.org](mailto:acoy@bayfieldcounty.org). If she doesn't know the answer, she will check with the DHS and see what they suggest.
- We should change our soap and paper toweling dispensers to be "wave" motion-activated.
- Students' individual art supplies should be kept in Ziplock bags, pencil boxes, or other small totes so that students are only touching their own materials.

Notes from 7/16/20- Meeting of Health Committee

### **Lunch and Classroom Snacks**

- Students may not bring in treats for the whole class. This means class snack calendars can't be used and no birthday treats. Students may bring in a personal snack item. Teachers can distribute a non-messy snack such as animal crackers or pretzels to students using safe health practices. The DPI requires training for staff who distribute food.
- Snack Milk: Only teachers and support staff can take milk out of the cooler. Getting the snack milk and delivering it to classrooms could be assigned to a teaching aide.
- We will continue to have the 3 day a week afternoon snack.

### **Bagged Lunches vs Hot Lunches Considerations**

- Bags take a much longer time to put together.
- Younger students would likely need help to open individually wrapped items.
- There is more waste with bag lunches.
- If carts of lunches are delivered to classrooms, the individual trays will need covers.
- There will be a need to increase the assistant cook's time whether we have bagged or hot lunch.
- Safely moving through the lunchline to get their own trays provides a movement opportunity for the students.

**Clear dividers in the classrooms:** Clear plastic dividers could be used in classrooms where students can't sit 6 feet apart. Particularly in the 1st grade room where students will be using tables. The dividers would create a personal workspace.

### **Face Coverings**

- It is recommended that students and staff wear face coverings at all times during the first 2 weeks of school or for the 2 weeks following a holiday. This is due to increased social activity for many families during holiday times.
- After the 2 weeks, wearing masks could be relaxed with groups of students that stay together all day.
- We need to order 2 mesh bags for each teacher who will be collecting and distributing masks daily.

- The cotton masks we'll be receiving from the state will shrink after a few washings. We will need to purchase more masks, face shields, buffs for students. Giving them a choice for comfort would be nice.
- A mask will be added to the school supplies list. Students will wear face coverings from home on the bus.
- We can accept mask donations from those who are willing to make them for the school.

### **Students or Staff with Positive Test Results**

- If a student or staff member tests positive, the student/teacher's class will need to quarantine. The siblings of a student will need to stay home too. If the siblings show symptoms, their classes will be asked to quarantine as well.
- If a MS/HS student or teacher tests positive, there is a possibility that the school would need to close because of the increased amount of interactions.

### **Mental Health Considerations**

- We need to develop support for the overall mental health of our students.
- It would be great to have a support person to work with individual students or families that need extra help, especially if we go with a virtual plan.
- We need a list of community resources that are available to support students and families.

### **Link to Virtual Calming Room from Stillwater, MN:**

<https://sites.google.com/stillwaterschools.org/virtualcalmingroom/home?authuser=0>

### **Notes from 7/27/20 Health Committee Meeting**

Possibility of starting school face-to-face on September 1st and then use distance learning for 2 weeks after the Labor Day weekend.

- Everyone would wear masks and/or face shields full-time during this week.
- It would allow us to try out and adjust our preliminary plans as needed.
- This would allow us to send home computers and other necessary materials and prepare the students for distance learning.
- The level of social activity in our community will determine the risk of the virus spreading locally. If we don't have large community or family gatherings and people take social distancing precautions our risk will be lower. Collecting and washing masks and face shields daily
- We will have 2 sets of masks and mesh bags for each classroom/homeroom.
- When masks are collected in mesh bags at the end of the day, the masks shouldn't be touched. Students should toss their mask in the bag. The masks will be washed in the mesh bags so the bags will also be cleaned each day.
- Teachers should bring the masks to the laundry room to be washed. An elementary and a high school teacher have volunteered to pick up bags from classrooms if teachers are uncomfortable bringing them to the laundry room.
- The custodians will wash the masks each evening.

- Students will have the option of bringing their own masks and taking them home to wash each day.
- Face shields will need to be washed daily with a peroxide sanitizer. We can have students do this. Students will need bags to keep their shields in. They could use plastic grocery bags. We could place 3M hooks along the side of the students' desks to hang the bags from. Students' masks could also be hung on these hooks when they're not wearing them.
  - To keep water bottles clean, it was suggested to use plastic milk jugs zip-tied alongside the students' desks.
  - A pattern is available for 3D printing ear savers to be used with masks. We could possibly make these for the students.
- We need to survey the staff to see what type of mask and shield they feel safe with. M95 masks are meant to be used 1 time, they can't be disinfected. They need to be fit tested. They don't work for people with beards or asthma.
- The use of physical barriers would allow us to ease-off on wearing masks. There are a variety available. We need to survey the staff to see what individuals would feel safe using based on their classroom and students.

CESA 12 training on social and emotional supports: interested staff members should sign-up for the training which starts the week of August 3rd. There are 5 sessions in all.

#### Daily student temperature taking

- Temperatures should be taken in the students classroom/homeroom once they've had a chance to settle in. Maybe after they've eaten their breakfast.
- Classroom/Homeroom teachers should be able to take the temperatures as each teacher will have a thermometer.

Guidelines for medical clearance before returning to school after illness: The County is developing documents to define this as clearly as possible. Once available, the guidelines will be published in the school newsletter and sent in back-to-school packets.

#### Videos needed for teaching procedures

- We need videos to teach appropriate hygiene practices. The CDC may have some.
- It would be helpful to create our own videos on procedures in the classroom and other school settings so students and parents are aware of our expectations.
- We could link these videos on Remind and the school website.

#### Other Suggestions

- When possible, keep sports to the same grade level only to keep the same cohorts of students together. We want to reduce interactions between grade levels.
- In specialist classes, sanitize tables in between classes. A bucket of bleach water can be used to sanitize items. A capful of bleach should be used to a gallon of water.
- We need procedures for breakfast pickup. Students need to know they can't share items.
- The idea of taking students outside to work was discussed. It would be great if students had their own camp chairs that they could keep in bags and hang on their hooks in the hallway or in

their lockers. This would be good for the students' mental health and a break from masks in the classroom.

## Notes from 8/3/20 Health Committee Meeting

### Videos needed for beginning of school year

- Beginning of day procedures: Entering the building, putting personal belonging away, breakfast, temperature checks, etc.
- Lunch and playground procedures and expectations
- End of day procedures
- Riding the bus: procedures for seating, fill the bus from the back, families sit together (It is recommended that adult supervisors ride the buses to teach and oversee these procedures for at least the first week of school)
- General Q&A video telling students how to handle common situations which may arise
- General health videos from the CDC or other health organizations could be used to teach good hygiene procedures, etc.

### Bathroom Recommendations:

- Touchless soap dispensers and hand dryers need to be purchased and installed in each bathroom.
- Keep bathroom doors propped open where this doesn't pose a privacy issue.
- We need trash cans inside bathrooms. The elementary girls' bathroom hasn't had one, but needs one.
- Motion-sensored sinks are recommended
- 4K-4 students should use elementary bathrooms only, designate bathrooms for the middle and high school students.

Face masks from home need a place to hang and dry during the day. 3M hooks will be ordered for the 4K-4th grade students. 5-12 students can hang their masks in their lockers.

We need to use hypoallergenic soap for washing the masks to avoid skin irritations.

Special needs students, those under 5, and students with specific health conditions are exempt from wearing masks.

Desk and table shields could be used for protection. We will survey the staff to see who would like to use them in their classrooms.

Our youngest students should use paper cups rather than water bottles.

We need to consider how to handle students that may refuse to follow our safety guidelines.

## **Jr/Sr High Academic Committee**

1. If the school shuts down, students and teachers are expected to run/attend classes via zoom at the same time and in the same format as when we were face-to-face... "business as usual." The parents and students in the meeting requested that we don't do an "A" and "B" schedule, but rather keep the schedule the same as when we were face-to-face.
2. For the rotating 2-3 students who are gone due to illness, instruction could be recorded and also live with the camera system

### **100% Virtual Learning (if the school is needing to do this)**

#### **1. Communication:**

- a. Parents and students need to be trained how to access skyward so that they will be able to track their assignments and grades. A video will be made (by Jack) to be put on the school website.
- b. Parents and students need to be trained how to access google classroom. Teachers will have the student's assignments posted on google classroom. A video will be made (by Beth) to be put on the school website.
- c. Teachers will record grades into skyward weekly to let students and parents know how they are doing academically. Parents and students will know their current grade at ALL times. Skyward will also break down what each assignment was worth and how the student did, or if they even completed the assignment.
- d. Teachers will post a clear syllabus that will include items such as contact information, grading scale, classroom expectations, meeting times, grade breakdown, assignments and/or standards to be taught. These syllabi will be put on the school website.

#### **2. Attendance:**

- a. Students are required to attend ALL zoom sessions that are held by each teacher. Participation will be part of each student's final grade. If a student cannot attend a zoom session, then they must have a parental excused absence.
- b. Each zoom session with each teacher will be held at the regular time of the day that the class would have been held had there been school... For example, if the student had Algebra 1 from 9:00 - 10:00 at school, then the Algebra 1 zoom session will be from 9:00 - 10:00
- c. Teachers will have 3-5 zoom sessions per week for each class. When teachers do not have a zoom session on a particular day, it may be because they have a project that the students are expected to complete. When this happens the teacher will still take attendance. Student participation is MANDATORY.
- d. Teachers will report attendance onto skyward daily. Parents and students will be able to see daily class attendance.

### **3. Online Learning:**

- a. Any student choosing at the start of the year to go 100% virtual will take courses through WVS or Educere.
- b. Teachers will have an option to use a camera in their classroom that will allow students at home to participate in the daily classroom activities. Recording is also possible, but we have some privacy concerns.
- c. All graded material will be online. Students will not receive paper packets.
  - i. An example online assessment source would be ixl.com math
- d. Every teacher's curriculum will cover each of the state standards in their subject area.

### **4. Wish List:**

- a. Possibly a couple cameras for teachers to check out and use when needed.

## **Elementary Academic Committee**

### **Meeting 7/16 Ideas for remote learning**

#### **\*Note for communication committee parent letter:**

- Instruction
  - 10 to 1 ratio (DPI recommendation) - utilize aids, specialists, special ed., bus driver, cooks, custodians, etc.)
  - Define and model online participation and digital citizenships (part of contract)
  - Blend zoom session and recorded classes
  - Specialists co-teach subject with core teacher (music and math, art and science or ELA)
  - Zoom class for parents to work out challenges (include in master schedule)
- Communication
  - One place for all communication - possibly section for schoolwide, highschool, middle school, and elementary (like Classroom Dojo, See Saw, or Classtag)
- Contract
  - Parents and student sign they have read and understand
  - If you can't make class time - make up recording and assignment with due date (same day)
  - Attendance is expected and taken at each zoom session or through make-up work due the same day
    - Sick days are understandable
    - Make up work may be in the form of a recorded class and check for understanding through assignment (like using technology like Edpuzzle or PearDeck)
  - Outlined expectation for participation, assignments, digital citizenship/online etiquette





Possible more tutoring options for students (additional hours needed from board?)	Consider other resources that can support students as an extension to school (summer school, tutoring, etc.) or outside the school (pg 53)
<p>Additional Notes:  <u>Letter before school:</u>  Describe to parents what the classroom and learning process may look like</p> <p>At home practice for masks and social distancing before school beginnings</p> <p><u>Online Platforms:</u>  Use Google classroom, Zoom, Class Dojo / Class Tag</p> <ul style="list-style-type: none"> <li>- The goal is to simplify the number of platforms students and parents have to learn</li> <li>- This is not a one size fits all and will likely need to be modified</li> </ul> <p><u>Continue Discussing:</u></p> <ul style="list-style-type: none"> <li>- Parent teacher conferences</li> </ul>	Continual communication with families (think of two communication)

- Survey parents at the beginning of the school year to gather data about their home schedules and routines to help create a synchronous and asynchronous elementary online schedule for each classroom.
- Create an agreement for distance learning with clear expectations of attendance, grading, participation with parents, students, and teachers.
- Create or utilize more outdoor learning spaces with climate considerations and shelters.
- Making sure to involve students who are choosing to do all remote learning so they still feel part of the South Shore community. Examples: Include in specialist schedule, assemblies, morning meetings, SEL education, virtual field trips, and passion projects.
- Every child, every day
- Research virtual learning options for Pre-K through 5 - currently Educere has options for these grade levels (except for PreK)
- Coordinate three learning options for families (in-person, all remote, or a blend)
- During a possible class quarantine situation the class would go to a remote learning option until return to school date
- Should schools close: Elementary teachers maintain a class schedule (grade/age appropriate) for students/families to follow at home for routine and predictability
- possible look more into outdoor learning in school settings (what is needed - pads, benches, tables, cover
- Identify students who could use the extra support that are experiencing hardship during

this time

- Consider other resources that can support students as an extension to school (summer school, tutoring, etc.) or outside the school
- Possible more tutoring options for students
- Survey parents at the beginning of the school year to gather data about their home schedules and routines to help create a synchronous and asynchronous elementary online schedule for each classroom.
- Create an agreement for distance learning with clear expectations of attendance, grading, participation with parents, students, and teachers.
- Create or utilize more outdoor learning spaces with climate considerations and shelters.
- Making sure to involve students who are choosing to do all remote learning so they still feel part of the South Shore community. Examples: Include in specialist schedule, assemblies, morning meetings, SEL education, virtual field trips, and passion projects.

### **Elementary Academic Team Goals:**

- Coordinate three learning options for families (in-person, all remote, or a blend)
- This committee is looking at developmentally appropriate and consistent formats to be used that will allow for ease of access to curriculum for students and families.
- Develop a contract for distance learning with clear instructions of attendance, grading, participation, etc.
- Identify training needs for parents/families to assist students in accessing online learning.
- Exploring additional support for students outside of classroom times to be sure educational needs are being met.
- 

### **Purchase Requests from elementary Academic Committee:**

- Microphone to help with talking through a masks (1 per elementary teacher)\*In communication with Tech
- Headset for virtual learning (1 per elementary teacher and interventionist)\* In communication with Tech.
- Portable plexiglass dividers (i.e. for viewing of smart board) - 1 per student\* Each teacher in communication with Clendon
- Individual math manipulative for each students (about \$850 total, 4k through 5th grade)\* Purchase order submitted 8/3/2020
- Additional garbage cans for each classroom to help with diatancing\*In communication with custodians and Logistics
- Mouse or stylist for each students (2nd - 6th) \*In communication with Tech
- Masks are being addressed in logistics and health groups.