

Communicable Diseases

Procedures during 2020 COVID-19 Pandemic

Western Wayne Schools, in compliance with applicable guidance from federal, state, and local governmental authorities is implementing the following procedures until further notice:

1. Employee, visitor, and student health screening processes;
 - a. Students and employees should be trained to recognize the following COVID-19 related symptoms:
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - b. Employees will be required to complete an initial health assessment, are required to do a self-temperature check before every shift, and are required to immediately report any change in responses/symptom status to the employee's supervisor immediately.
 - c. Employees and students who are tested positive for COVID-19 or who report or exhibit one or more of the symptoms stated above shall be excluded from home and sent home. In addition, employees and students who have been directly exposed to COVID-19 (family member tests positive) shall be excluded from school and sent home. Returning to school after exclusion shall be permitted only in accordance with the recommendations of the CDC. Currently those recommendations are:

Untested

Students or employees who have not received a test result but who have experienced symptoms may return if:

- They have not had a fever for at least 72 hours;
- Other symptoms have improved; and
- 10 or more calendar days have passed since symptoms first appeared.

Tested positive-symptomatic

Students or employees who have been tested positive for COVID-19 and who have exhibited or reported symptoms may return if:

- They no longer have a fever;
- Other symptoms have improved; and
- At least 10 calendar days have passed since symptoms first appeared or they have received two negative tests at least 24 hours apart.

Tested positive-asymptomatic

Students or employees who have reported or exhibited symptoms but test positive for COVID-19 may return when they have had at least 10 calendar days without reporting or exhibiting symptoms and who have been released by a healthcare provider or if they provide written approval from the healthcare provider.

In addition, students or employees who have been directly exposed to COVID-19 (family member tests positive) will be required to remain at home until 10 consecutive calendar days pass without the student or employee reporting or exhibiting any symptoms of COVID-19 or until they have received two negative tests at least 24 hours apart.

Any employee who misses work because of these reentry procedures will be granted leave under the FFCRA.

- d. Designated School District staff are authorized to test the temperature of students with an approved no-contact or touchless temperature reader. Students who have a fever or exhibit other signs of illness must be isolated in a designated area until such time as parents or a caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area. When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposure due to close contact to a child who has symptoms during screening.
 - e. The District shall keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel. The District shall minimize or eliminate the need for people to be in the building other than necessary employees and students. Vendor access shall be restricted to times when students are not present.
2. Students and employees are required to follow safety and health procedures at all times when on school grounds immediately before, during, or immediately after school hours;

in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program. This includes use of a cloth face covering or mask if required by local guidelines or CDC recommendations. Currently CDC guidelines recommend that all employees and students wear cloth face coverings.

3. Enhanced cleaning/disinfecting protocols, including regularly cleaning high-touch surfaces;
4. Enhanced ability to wash hands or take other personal hygiene measures such as using hand sanitizer while on school property;
5. Compliance with social distancing requirements established by the Center for Disease Control (including 6-foot separation and using face coverings or separation barriers);
6. Discontinued use of all water fountains until further notice. Students and staff should bring their own water to school. When possible, the Corporation will provide water bottle filling stations for filling individual water bottles.
7. Continuation of allowance of telework from home if feasible. For jobs requiring physical presence at the workplace, separate work hours or work spaces for persons in high-risk categories for COVID-19 will be made available when possible to minimize their contact with other employees or people who come to the building. The Governor's Order defines "high-risk" to mean those 65 and older, and those who are sick or have underlying medical issues.
8. Employees, students, and visitors, are encouraged when sick to stay home until: (a) free of fever (without use of medicine to reduce it) for at least 72 hours; (b) symptoms have improved for at least 72 hours; and (c) at least 10 days have passed since symptoms first began.
9. Individuals who appear to have acute respiratory illness symptoms will be sent home, and access to school property restricted until they have recovered.
10. In places where individuals may informally gather (e.g., break rooms, front desk, bathrooms, locker rooms, gyms, cafeterias, locked entry doors requiring someone on the inside to open it, etc.), six-foot spacing will be designated through signage, tape, or other means. In addition, limitations will be imposed on the number of individuals who may be in small spaces at one time;
11. High-traffic areas may be designated with required routing of traffic flows if possible, such as designating specific entries and exits for ingress and egress so as to spread out inflow and outflow among multiple locations, and designating particular sides of hallways for specified directional movement (like a two-lane road) so that those in closest proximity to each other are all moving and facing the same way.
12. Students who drive to and from school shall be assigned a designated parking lot (or area of parking lot(s)) based on last name. Until further notice, students shall only park in their designated area. The parking lots shall be marked with lanes for walking traffic in order to ensure that pedestrian traffic in the parking lot is orderly and so that appropriate social

distancing can be maintained; such walking lanes will lessen risk of masses of people walking in groups to and from the building to the parking lots. While in such lanes, students should remain approximately six (6) to ten (10) feet apart. At dismissal time, students will be dismissed at staggered times by first letter of last name, on a rotation basis, to better provide for social distancing while walking from the building to the parking lot. Once a student reaches the parking lot, the student should go directly to his or her car and not socialize with other students. If a student is riding with another student who has not yet been dismissed, that student shall wait at the driver's vehicle until the driver arrives.

13. Because employees generally do not depart from the building at the same time, there will not be similar staggered departure times. However, employees shall be assigned to certain designated employee parking lots or areas of one parking lot based on last name to better ensure social distancing and the employee-only parking lot(s) shall be marked with walking lanes to better ensure social distancing.
14. Events, activities, and schedules may have staggered start and end times to spread out and reduce proximity contact between individuals.
15. Events and activities will be held virtually when practicable.
16. Information will be posted to the school corporation website on the status of the property buildings as open or closed, and how best to reach school officials when the property is closed.
17. The school corporation will continue to prioritize procurement of necessary safety equipment and supplies, including, but not limited to N95-approved face masks, disposable gloves, eye protection for those required to meet with potentially sick individuals or in close physical contact with others (such as some special education teachers and aides, bus drivers, and school resource officers); hand sanitizer, disinfecting wipes, and other cleaning supplies.
18. Physical alterations to space will be made as possible to promote social distancing, such as increasing the height of the walls between the work spaces with added screens to raise the walls above normal "face level," such to 6 feet high. For workstations where employees have regular face-to-face with co-workers, students, and visitors (such as front desks, reception area from contact with aerial transmission of the virus from the persons speaking to him/her), installing face screens to reduce the employee's risk of contact with aerial transmissions that come from speaking with others.
19. Individuals in the school community will be required to take appropriate safety precautions such as use of personal protective equipment PPE.
20. Sharing of food, drinks, or office/school supplies and technological devices is to be avoided. The Corporation may alter nutrition services to ensure best practices for social distancing and food safety in light of COVID-19.
21. Internal hard copy mail shall be as greatly limited as possible. Staff shall rely on electronic mail and electronic sharing of documents and correspondence to the greatest extent possible. To the extent this increases reliance on scanning, photocopying, and

printing, the attendant machines can and shall be wiped down by each user after use and shall also be wiped down on a regular, recurring schedule. External hard copy mail shall be, to the greatest extent possible, handled by one individual per day. This is to limit the risk of external hard copy mail being contaminated in the intake and distribution processes. All surfaces and containers used for bringing in external hard copy mail, sorting, and distributing shall be sanitized both before and after use. The individual sorting and distributing hard copy mail shall wear latex gloves and a mask at all times while handling and sorting external hard copy mail.

22. With respect to regular busing to and from school, buses shall be thoroughly cleaned and disinfected before and after every route. All employees, including drivers, shall wear masks at all times. Physical barriers between driver and passenger shall be constructed if feasible. During morning pick-up, buses shall be filled from back to front and social distancing shall be maintained to the greatest extent possible. During afternoon loading, students shall board the bus in an organized fashion in reverse order of drop-off so that the first student to be dropped off is seated at the front of the bus and the last student to be dropped off is seated at the back of the bus. Students shall be required to use a cloth face covering or mask if required by local guidelines or CDC recommendations. Currently CDC guidelines recommend that all students wear cloth face coverings.
23. School-related travel shall be as limited as possible within the following guidelines. For school-sponsored activities (for example athletic events), use of bus transportation shall be as limited as possible. Students will be permitted to travel to and from the venue with parents and/or in their own vehicles as much as reasonably possible. For those students who have no such alternative, busing shall be provided. Social distancing will be maintained on the busses, even if that requires the use of multiple buses. To the extent buses are used, they shall be thoroughly cleaned and disinfected immediately before and after every use. Adult supervisors shall ensure that social distancing is maintained in both the ingress and egress of the buses. Thus, buses shall be filled from the back to the front during ingress and vacated from the front to the back during egress. Students shall be required to use a cloth face covering or mask if required by local guidelines or CDC recommendations. Currently CDC guidelines recommend that all students wear cloth face coverings.

The school nurse is designated as the “*COVID-19 Compliance Officer*” and is authorized to convene a task force to keep up-to-date on governmental and legal guidance, and to implement or recommend revisions to these procedures.

Compliance with this Administrative Guideline will be enforced among employees, students, and visitors to the full extent permitted by law, and failure to follow this Administrative Guideline may result in discipline for employees or students, and removal from school property for visitors.

These procedures may be updated as the recommended response to the COVID-19 pandemic evolves. Members of the school community should regularly review this document for changes.

Adopted: September 9, 2020