

**GERMANTOWN SCHOOL DISTRICT  
NOTICE OF BOARD OF EDUCATION MEETING  
District Administrative Offices Board Room  
N104 W13840 Donges Bay Rd  
Germantown, WI 53022**

**March 16, 2020  
7:00 p.m.**

**AGENDA**

- I. Meeting Called to Order and Pledge of Allegiance
  - A. Official Meeting Notification
  - B. Roll Call
- II. Approval of Agenda
- III. Citizen Comments: Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name for the record. The presentation time frame shall be determined by the Board President once an indication of the number of people wishing to speak is made; generally three (3) minutes. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board may answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. Comments that may be injurious to school district personnel or other individuals will not be allowed.
- IV. Approval of Minutes
  - A. February 24, 2020 Board of Education
  - B. March 4, 2020 Closed Session Minutes
- V. Reports and Information Items
  - A. Student Representative Report
- VI. Building Committee
  - A. Discussion and possible action to approve application of Community Oriented Policing Services (COPS) safety grant.
  - B. Updates from March 16, 2020 Building Committee meeting.
- VII. New Business
  - A. Discussion and action to approve teacher contracts.
  - B. Discussion and action to approve contract for Director of Business.
  - C. Discussion and action to approve Skills USA travel request.
  - D. Discussion and action to approve Early College Credit Program applications.
  - E. Discussion and action to approve Infectious Disease and Pandemic Response Plan.
- VIII. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Sections 19.85(1)(e)(f) and (g) to discuss employee matters and GEA negotiations. The Board may take action in closed session, if necessary or appropriate or entertain a motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.

**GERMANTOWN SCHOOL DISTRICT  
GERMANTOWN, WISCONSIN 53022  
MINUTES OF THE BOARD OF EDUCATION  
February 24, 2020**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 7:01 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Loth – yes, Borden – yes, Barney – yes, Spies – yes, Larson – yes.
2. Motion by Larson, second by Barney, to approve the agenda. Motion carried.
3. Motion by Larson, second by Spies, to approve the February 10, 2020 Board of Education meeting minutes. Motion carried.
4. Superintendent Holmes provided an Amy Belle Air Quality meeting update. The State is not requiring it, but the District will be proactive and repeat testing in the spring.
5. Performing Arts Center Coordinator, Heather Pulkowski and Drama Advisor Rachel Proite provided a PAC activities update on performances and summer youth programs that they would like to see happen at the PAC.
6. Positive recommendation from Building Committee to approve the upgrade of the Rockfield elevator, and to invoice CD Smith in the amount of \$32,989 and fund the remaining cost of \$36,993 from the Fund 41 Capital Projects Fund. Motion carried.
7. Building Committee Chair Brian Medved provided updates on additional discussion at the Committee meeting including the request from Crossway Church for a connecting drive from Crossway Church property to County Line School property, temperature control discussions that will be coming back to the Committee at a later date, and a Community Oriented Policing Services (COPS) grant that the District will be pursuing.
8. Finance Committee Chair Michael Loth provided updates from the February 24, 2020 Committee meeting including approval of the February vouchers and indicated the process has begun for 2020-2021 student fees.
9. Motion by Larson, second by Spies, to accept the anonymous \$500 donation to the high school Girls Basketball program and thank the donor for their generosity. Motion carried.
10. Motion by Spies, second by Barney, to allow for the creation of fifty complimentary 30 day trial membership cards for the fitness center, pool, and field house to be dispersed by the Activities Director's Office under the criteria developed by that office. Motion carried.

11. Motion by Spies, second by Barney, to approve requests for retirement at the conclusion of the 2019-2020 school year for Kara Brandl and Linda Gould, and thank them for their many years of service to our District. Motion carried.
12. Motion by Spies, second by Barney, to accept the Board of Education Goals for 2019-2020 with a change to the minimum fund balance goal to 13%. Motion carried.
13. Motion by Larson, second by Spies, to approve the overnight travel request for 56 FBLA students and four advisors to attend the FBLA State Leadership Conference March 29-31, 2020 in Madison, WI, with a maximum of \$2,316 of the total cost funded by the Board. Motion carried.
14. Motion by Larson, second by Spies to adjourn the meeting. Motion carried.
15. Board President Soderberg declared the meeting adjourned at 7:50 p.m.

Billie Jo Mohn  
Recording Secretary

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Lester Spies  
School Board Clerk

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education                      **TOPIC:** Community Oriented Policing  
Services Grant (COPS) Safety  
Grant

**FROM:** Ric Ericksen                      **BOARD MEETING:** March 16, 2020

**DATE:** March 12, 2020                      **AGENDA ITEM:** VI.A.

**BC Date:** March 16, 2020  
**BC Agenda Item(s):** VI. D.

**Recommendation to the Board of Education and Building Committee:**

Bring forward to the Board of Education with a positive recommendation to approve the grant application effort as presented and commit to 25% of project expenditures to come from local district budget(s).

*The purpose of placing this item on the regular school board agenda for formal action is two-fold: 1) provide full transparency on the cost component; and 2) provide full transparency on continued school safety efforts especially classroom safety.*

**Background:**

A detailed description of the COPS grant program was presented at the February 24, 2020 Building Committee meeting. Please see that packet for more information.

**Update/Summary from Mr. Don Erickson, Director of Building & Grounds:**

The application process for the COPS grant has started. The process includes getting registered with grants.gov and the COPS grant. Once the registration is complete the application can be started. The application deadline is April 8, 2020 with the grant awards going out in fall 2020. After the grant is awarded the purchase and installation of the "NightLock" devices would begin. Final costs will be brought forward after all schools have been walked through to determine how many doors will need to have the device installed. NightLock does offer installation, but prevailing wages will need to be determined and paid per Davis Beacon rules since this is a Federal grant.

**Attachment(s):** Pictures of installed Night Lock mechanisms. Fact sheet from U.S. Department of Justice.









# Fact Sheet

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## 2020 COPS Office School Violence Prevention Program

The Office of Community Oriented Policing Services (COPS Office) has long demonstrated a commitment to school safety and to ensuring students' success in supportive, safe environments. The **COPS Office School Violence Prevention Program (SVPP)** is a competitive award program designed to provide funding to improve security at schools and on school grounds in the grantees' jurisdictions through evidence-based school safety programs. For FY 2019, the COPS Office awarded \$33 million in SVPP funds to 103 agencies benefiting more than 6,000 schools and four million students.

**WHEN:** Deadline for grant application is April 8, 2020 at 7:59 p.m. EDT.

**Start EARLY.** This is more than a one-day process.

**WHERE:** 1. Register at [www.grants.gov](http://www.grants.gov).  
2. Complete the application at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Click the "Account Access" tab.

**HOW:** Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

### Funding provisions

The SVPP provides funding directly to states, units of local government, Indian tribes, and public agencies (school districts, public boards of education, police departments, sheriffs' departments, etc.) to be used to improve security at schools and on school grounds in the grantees' jurisdictions through evidence-based school safety programs that may include one or more of the following:

- Coordination with local law enforcement
- Training for local law enforcement officers to prevent school violence against others and self
- Placement and use of metal detectors, locks, lighting, and other deterrent measures
- Acquisition and installation of technology for expedited notification of local law enforcement during an emergency
- Any other measure that, in the determination of the director of the COPS Office, may provide a significant improvement in security

A state, unit of local government, or Indian tribe may use the award to contract with or make one or more subawards to

- local educational agencies;
- nonprofit organizations (excluding schools);
- units of local government;
- tribal organizations.

Each award is three years (36 months) in duration. Each award recipient may receive a maximum federal share of \$500,000. Agencies are required to contribute a local cash match of at least 25 percent toward the total cost of the approved project during the award period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### How to apply

**Step 1.** Obtain a DUNS (Data Universal Numbering System) number or confirm your existing DUNS number.

**Step 2.** Register with the SAM database or confirm or renew your existing SAM registration.

**Step 3.** Obtain an ORI number or confirm your existing ORI number.

**Step 4.** Register with Grants.gov or confirm your existing registration.

**Step 5.** Obtain or confirm authorized organization representative (AOR) role for rights to submit an application (SF-424).

**Step 6.** Register or update your agency's current contact and user information in the COPS Office Agency Portal.

**Step 7.** Set up e-Signatures via Agency Portal.

**Step 8.** Complete the Standard Form (SF-) 424 at Grants.gov.

**Step 9.** Complete the COPS Office Application Attachment to SF-424.

Further instructions and explanations of the application process can be found in the SVPP Application Guide and the quick start guide, both at <https://cops.usdoj.gov/svpp>.

Complete application packages for the FY 2020 SVPP solicitation are due by April 8, 2020 at 7:59 p.m. EDT. Applications in hard or electronic format sent via email or U.S. Mail will not be accepted.

### Contact the COPS Office

For more information about COPS Office programs and resources, please call COPS Office Customer Care at 800-421-8770 or visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).



## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education

**TOPIC:** Teacher Contracts

**FROM:** Michael Nowak

**BOARD MEETING:** March 16, 2020

**DATE:** March 11, 2020

**AGENDA ITEM:** VII.A.

The administration is recommending the approval of the following limited-term contract for the 2019-20 school year.

| <b>Employee<br/>Assignment/Location</b>   | <b>Rationale</b>   | <b>FTE</b> | <b>Contract<br/>Type</b> | <b>Salary</b>         |
|---|--|------------|--------------------------|-----------------------|
| Amy Erickson<br>Second Grade Teacher<br>County Line Elementary School<br>Germantown School District | Amy is the recommended<br>candidate to fill the<br>vacancy created by an<br>FMLA leave | 1.0        | Limited-<br>Term         | \$12,600<br>(56 days) |

**RECOMMENDATION:** Approve the 1.0 FTE limited-term contract for Amy Erickson at \$12,600.

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education

**TOPIC:** Director of Business

**FROM:** Michael Nowak

**BOARD MEETING:** March 16, 2020

**DATE:** March 11, 2020

**AGENDA ITEM:** VII.B.

After interviews and a search process that included 19 candidates, we are pleased to bring forward a recommendation to hire a new Director of Business and Auxiliary Services for the Germantown School District. Brittany Altendorf brings many years of experience in the role of business director and possesses the numerous skill sets, attributes and qualities that are a desired match for our district. The interview committee was especially influenced by Ms. Altendorf's proactive approach and accomplishments in previous leadership roles. Additionally, reference checks provided significant insight into the candidate's experiences that support the belief that success will follow in the Germantown School District

**RECOMMENDATION:** Approve the hire of Brittany Altendorf as the new Director of Business and Auxiliary Services for the Germantown School District with a two-year contract and employment to commence on July 1, 2020.

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board Members

**TOPIC:** Start College Now/ECCP Requests

**FROM:** Brenda O'Brien

**BOARD MEETING:** March 16, 2020

**DATE:** March 12, 2020

**AGENDA ITEM:** VII.D.

The 2017 Wisconsin Act 59 eliminated the Course and Youth Options programs. The former Youth Options statute (118.5) is now called the Early College Credit Program (ECCP). This program allows high school students to take courses at institutions of higher education for high school and/or college credit. Students choosing to enroll in technical colleges will enroll through the Start College Now program.

There will be an update of applications of Start College Now and Early College Credit Program (ECCP) at the Board meeting.

**RECOMMENDATION:** Approve the requests as presented during the meeting.

## **GERMANTOWN SCHOOL DISTRICT**

|              |                    |                       |  |
|--------------|--------------------|-----------------------|--|
| <b>TO:</b>   | Board of Education | <b>TOPIC:</b>         | Infectious Disease & Pandemic<br>Response Plan |
| <b>FROM:</b> | Jeff Holmes        | <b>BOARD MEETING:</b> | March 16, 2020                                 |
| <b>DATE:</b> | March 13, 2020     | <b>AGENDA ITEM:</b>   | VII.E.   |

With the President of the U.S. having declared a National Emergency, the attached plan is being recommended to our Board for inclusion in the Board's District-wide Emergency Management Plan. Extensive work over the past several weeks has led to the current draft being presented at the Boards March 16 meeting. Many aspects of it were appropriately utilized and led to our District being relatively well-prepared for addressing major aspects of those things that public schools are faced with during dire times. Please understand that we believe this document will need to be revisited each time something occurs where infectious disease and pandemic episodes occur. Every scenario tends to be unique with common factors; however, the current draft allows for it to be altered in a fashion that should appropriately address practically any given situation where controls may be applied.

**RECOMMENDATION:** Adopt the Infectious Disease and Pandemic Response Plan as presented.

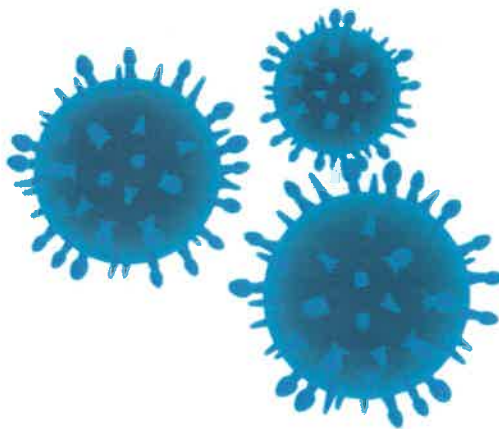
**Germantown School District**

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**INFECTIOUS DISEASE  
&  
PANDEMIC  
RESPONSE PLAN**

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**Taking On the Microbes**



**BOARD CONSIDERED: MARCH 16, 2020**



## **Germantown School District Infectious Disease & Pandemic Response Plan**

|                                    |          |
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## 1. BACKGROUND

### **A. Purpose**

This plan provides guidance to the school district to prepare and respond to pandemic outbreaks. The plan includes guidance for outbreaks ranging from endemics, to outbreaks of greater severity including a pandemic. Information in this plan supplements the school district's existing emergency plans.

### **B. Goals**

- Minimize the spread of the pandemic organism.
- Maintain essential school services.
- Maintain continuity of learning for all students.
- Minimize social disruption for families and staff.
- Minimize economic losses for families and staff.
- Coordinate efforts with partners.

### **C. Authority**

Germantown School District will implement this plan under the authority of the School Board and is subject to WI State and Federal laws.

### **D. Assumptions**

- Susceptibility to the pandemic organism will be universal.
- Most likely a pandemic will be caused by a novel (new) virus.
- In an affected community, a pandemic outbreak may last several weeks. Depending on the organism multiple pandemic disease waves may occur. Following the pandemic, the new viral subtype is likely to continue circulating and to contribute to disease.
- The clinical disease attack rate may be 30% or higher in the overall population during a pandemic. Depending on the organism illness rates may be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- During an outbreak of increased severity, absenteeism attributable to illness, the need to care for ill family members and fear of infection may increase during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
- Rates of absenteeism will depend on the severity of the pandemic.
- There may likely be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications, food supply, health care, and fuel supplies.
- Risk Communication will be critical during all phases of planning and implementation of a pandemic response. The general public, health care system, response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps being taken to address the incident, and steps the public can take to protect themselves.

## **2. PLAN MANAGEMENT**

Existing emergency plans and lines of authority should be applied during a pandemic outbreak. This plan outlines operational priorities and responsibilities for making decisions necessary to manage an outbreak. This includes responsibility for preparing and maintaining the plan, making policy decisions, coordinating tasks, and mobilizing additional resources.

### **A. Infectious Disease & Pandemic Working Group**

This steering committee has primary responsibility for developing and managing the plan. Coordinate with external partners and manage public information. Serve as liaison with local public health departments and key response partners. Coordinate the distribution and/or communication of public information with the local public health departments – media inquiries should be directed to the chairperson of this committee. Recommended committee members:

- District Administrator (chair)
- Board President
- District Safety Committee Chairperson
- District Nurse
- District Medical Advisor
- Pupil Services Director
- Business Manager
- Human Resources Director
- County Health Department Representative

### **B. Operations & Assessment**

Responsible for the core operations necessary to support the Germantown School District's management of a pandemic outbreak. Coordinate surveillance activity with the local public health department. Implement infection control practices to prevent spread of disease; i.e., visitor management, social distancing, personal protective equipment (PPE), self-quarantine, isolation, et al pandemic considerations. Recommended committee members:

- School Nurse (chair)
- Principals
- Activities Director
- Technology Director
- Food Service Director
- Teachers/Classroom Aides
- Office Support Staff/Health Room Aides
- Public Health Department(s)
- Village of Germantown Park & Rec Officials

**C. Instructional Planning**

Develop and maintain district instructional plan. Update plan during outbreak as guidance changes and as situation requires. Coordinate training of staff on plan. Prepare alternative plans for providing instruction during periods of increased severity. Prepare staffing and curriculum options based on conditions; i.e., student and staff absenteeism monitoring. Recommended committee members:

- Teaching & Learning Director (chair)
- Personalized Learning Coordinator/Tech Department
- Nine Teachers (Two HS w/ one AP rep, two MS, one from each elementary with two of the nine teachers being SPED and one English Language Learner (ELL) instructor)
- Human Resources Director
- Principal(s)
- Pupil Services Director

**D. Logistics**

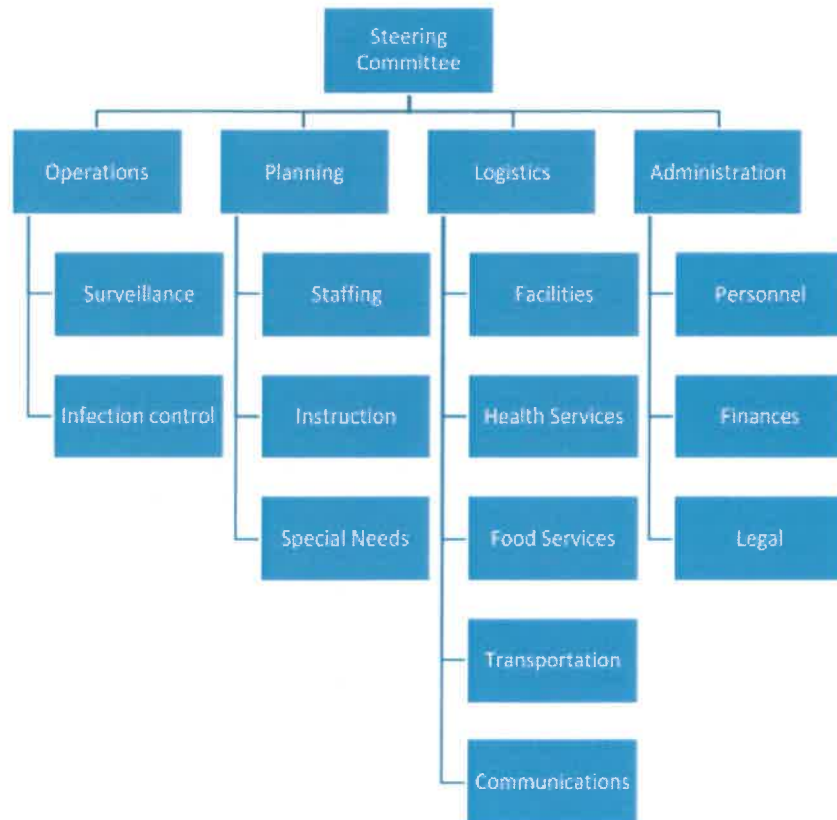
Manage delivery of services to support operations and goals during an outbreak. Includes services necessary to maintain school facilities, food services, transportation (student and staff), and communication. Recommended committee members:

- Facilities Director
- Business Manager/Transportation Liaison
- Activities Director
- Food Service Director
- Technology Director
- Director of Pupil Services
- Village of Germantown Parks & Rec

**E. Administration**

Assure continuity of operations continue by managing personnel related issues, and review and manage school policies that directly support response to outbreaks; i.e., first responders, housekeeping, maintenance, staff absenteeism. Also manage school finances. Recommended control officers:

- District Administrator
- Business Manager
- Human Resources Director
- Director of Teaching & Learning
- Director of Pupil Services
- Facilities Director

***Committee Structure***



### 3. STRATEGIES

The Germantown School District's efforts to manage a pandemic outbreak requires the close coordination of a variety of strategies. Each strategy is described below. The level and degree to which these strategies are implemented will vary by the unique circumstances and conditions of each outbreak.

#### A. **Surveillance/Monitoring**

Surveillance and monitoring systems should be enhanced prior to the start of a pandemic to assure that demand for timely information can be met. Key surveillance and monitoring priorities during a pandemic will fall in two main categories: 1) detection of the novel strain, and 2) disease monitoring.

#### B. **Communication**

Key activities include the preparation of materials and distribution of information. Information will be available from several sources including the CDC, DPH (State and County), and DPI. This will likely include basic communication materials (such as question and answer sheets and fact sheets) on pandemic and general preventive measures. This material should be used whenever available. Specific needs and questions should be anticipated and addressed.

#### C. **Infection Control**

Vaccine has served as the primary preventive strategy during traditional influenza seasons. This strategy will be limited during a pandemic due to the number of people affected, time required to develop a vaccine and the limited supply capabilities. Vaccines will need to be manufactured and distributed throughout the country.

#### D. **Continuity of Learning**

School districts will determine whether and to what extent they will provide continuing education for all students during a prolonged closure.

#### E. **Continuity of Operations**

Unlike a typical natural disaster during which critical components of the physical infrastructure may be threatened or destroyed, a pandemic may also pose significant threats to the human infrastructure responsible for critical community services due to widespread absenteeism. This may impact distribution of supplies and resources, food, home meal deliveries, day care, garbage collection and other critical services. Planners will develop strategies to maintain essential school district operations during an outbreak.

### 4. SCENARIOS

The severity of a pandemic outbreak may vary depending on a number of factors. As an outbreak develops, planners may update their response based on the local severity. The level and degree to which a strategy is implemented will vary as the severity and type of an outbreak varies, which causes the plan to be adjusted on an as-needed basis and in accordance with county, state, and federal regulations and/or mandates.

5. PLANS

| <b><u>Committee</u></b>                                       | <b>Function</b>                 | <b>Tasks</b>   |
|---|---------------------------------|--|
| <b><u>Infectious Disease &amp; Pandemic Working Group</u></b> | <b>Management and Oversight</b> | <ul style="list-style-type: none"> <li>● Provide direction on the plan.</li> <li>● Execute and oversee the plan.</li> <li>● Communicate with neighboring school districts to plan how to work together and share information.</li> <li>● Participate in updates and coordinate information with the Department of Public Instruction, public health departments, et al governmental bodies.</li> <li>● Review and recommend implementation of new guidelines as released.</li> <li>● School nurse to receive latest updates from public health department(s) and DPI nursing consultant, and relay to the necessary groups and/or individuals</li> </ul> <p><b><i>Recovery</i></b></p> <ul style="list-style-type: none"> <li>● Evaluate the effectiveness of the District's infectious disease and pandemic response plan and modify as needed based upon lessons learned.</li> </ul> |
|   | <b>Community Relations</b>      | <ul style="list-style-type: none"> <li>● Identify the lead person for two-way communication with community stakeholders.</li> <li>● Implement plan to suspend co-curricular and other building use activities in the event of a school closure - see "mass gatherings."</li> </ul> <p><b><i>Recovery</i></b></p> <ul style="list-style-type: none"> <li>● Refer students and families as well as staff to community resources to support long-term physical and mental health support.</li> </ul>  |
|   | <b>Public Information</b>       | <ul style="list-style-type: none"> <li>● Contact State and County Health Department officials to set up public communication procedures during a pandemic.</li> <li>● Provide education to families about pandemic and the school's pandemic plan</li> <li>● Develop media releases and family communications.</li> <li>● Coordinate media updates with local health departments.</li> </ul> <p><b><i>Recovery</i></b></p> <ul style="list-style-type: none"> <li>● Provide education to families about pandemic recovery and return to school.</li> </ul>   |

|                          |   |  |
|--------------------------|---|--|
| <b><u>OPERATIONS</u></b> | <b>Surveillance</b>                                 | <ul style="list-style-type: none"> <li>● Monitor student and staff absences in conjunction with the Health Department. <ul style="list-style-type: none"> <li>○ Reminder that temperatures over 100 F., diarrhea, and vomiting require 24 hrs symptom free before students can be readmitted to school.</li> </ul> </li> <li>● Attendance secretary to notify school nurse of multiple illness with the same symptoms within the building-similar to those of pandemic symptoms</li> <li>● The school nurse should be updated in regards to staff absences with the same symptoms-similar to those of pandemic symptoms.</li> <li>● District Nurse will be in communication with the health department in regards to illness in the community with the same symptoms or similar to pandemic symptoms.</li> <li>● Monitor and make recommendations regarding mass gathering events.</li> <li>● Make travel recommendations and monitor student and staff travel to the greatest extent possible - <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</a></li> </ul> <p><b>Recovery</b></p> <ul style="list-style-type: none"> <li>● Continue surveillance of student and staff illnesses.</li> </ul> |
|                          | <b>Infection Control and Health Room Procedures</b> | <ul style="list-style-type: none"> <li>● Education: <ul style="list-style-type: none"> <li>○ Educate students, parents, and staff on prevention strategies – including hand washing, cough etiquette, staying home when sick.</li> <li>○ Educate families, students, and staff on when to go home ill.</li> </ul> </li> <li>● Health aide(s): <ul style="list-style-type: none"> <li>○ Required to wash hands or use hand sanitizer between examining students.</li> <li>○ Check the temperature of each student/staff member that presents with pandemic symptoms.</li> <li>○ Students/staff who present with pandemic symptoms will be given a mask and kept away from other students in the health room as much as possible. Masks are to be worn until the student/staff member leaves the building. In the absence of a face mask, tissues are given to cover cough or sneezes. The inside of the elbow may be used to</li> </ul> </li> </ul>   |

|  |                        |   |
|--|------------------------|---|
|  |                        | <p>cover coughs and sneezes when tissues are not available.</p> <ul style="list-style-type: none"> <li>○ Disinfect all surfaces the student/staff member came in contact with in the health room.</li> <li>○ Students/staff members presenting with pandemic symptoms will be sent home and remain in the health room until they are picked up. Students will not be dismissed on the bus.</li> </ul> <ul style="list-style-type: none"> <li>● Scheduled hand washing for classrooms may need to be initiated; including, upon entering the building</li> <li>● Have students use hand sanitizer in the classroom after each time they cough or sneeze in the absence of soap and water in the classroom to prevent loss of instruction time</li> <li>● Health room staff, pregnant staff members, immunocompromised and those with chronic health conditions may choose to wear a N95 respirator mask while in the building if available</li> <li>● Food Service Procedures: <ul style="list-style-type: none"> <li>○ Providing condiment packets on lunch trays and dismissing common condiment areas</li> <li>○ Disinfecting trays between each use</li> </ul> </li> </ul> |
|  | <b>Mass Gatherings</b> | <ul style="list-style-type: none"> <li>● At this juncture, Germantown School District will utilize the CDC's Interim Guidance in this regard: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/mass-gatherings-ready-for-covid-19.html">https://www.cdc.gov/coronavirus/2019-ncov/community/mass-gatherings-ready-for-covid-19.html</a></li> <li>● District Nurse and local public health officials discuss and develop the criteria the District will utilize to make recommendations to the District Administrator regarding postponement or cancelation of mass gathering event(s).</li> </ul>   |

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| <b><u>INSTRUCTIONAL<br/>PLANNING</u></b> | <b>Staffing</b>    | <ul style="list-style-type: none"> <li>● Provide cross training to staff in preparation for a potential change in roles.</li> <li>● Assure staffing levels are available to provide instruction in a safe learning environment.</li> </ul> <p><b>Recovery</b></p> <ul style="list-style-type: none"> <li>● Evaluate staffing needs.</li> </ul>   |
|  | <b>Instruction</b> | <ul style="list-style-type: none"> <li>● Develop a plan for continuity of learning during a prolonged school closure in alignment with the District's capacity to provide appropriate services.</li> <li>● Create a plan to assess student learning following a prolonged closure.</li> <li>● Update plans for continuity of learning during a prolonged school closure.</li> <li>● Implement continuity of learning plan in the event of a prolonged school closure.</li> <li>● Update plan to assess student learning following a prolonged closure.</li> <li>● Review and update existing school district plans to assure they can be implemented during a more severe outbreak.</li> <li>● Identify staff members to assist with translating information and serving as an interpreter for non-English speaking students/families.</li> <li>● Implement plans to address the special needs of students in the district.</li> </ul> <p><b>Recovery</b></p> <ul style="list-style-type: none"> <li>● Assess current learning level of students.</li> <li>● Assess the need to adjust the length of school-days and school-year in cooperation with County and State officials.</li> <li>● Dialogue with post-secondary education representatives to determine any changes in admission standards, etc.</li> <li>● Accept students and staff back in accordance with Health Department(s) recommendations.</li> </ul> |



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| <b><u>LOGISTICS</u></b> | <b>Facilities</b>      | <ul style="list-style-type: none"> <li>● Supply rooms with soap and water for hand washing or alcohol-based hand washing products.</li> <li>● Develop and implement facility disinfection procedures. <ul style="list-style-type: none"> <li>○ Specific areas of cleaning include door knobs, handrails, bathrooms, keyboards, counter tops, light switches, other shared equipment</li> <li>○ Work with bus company to disinfect buses</li> </ul> </li> <li>● Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks.</li> <li>● Utilize building(s) to assist with community pandemic efforts such as a vaccination site.</li> <li>● Make necessary adjustments to cleaning processes and protocol to meet the enhanced needs associated with a pandemic response <ul style="list-style-type: none"> <li>○ Provisions for cleaning staff to clean following their shifts will be established.</li> </ul> </li> </ul> <p><b><i>Recovery</i></b></p> <ul style="list-style-type: none"> <li>● Develop and implement facility disinfection procedures.</li> <li>● Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks.</li> </ul> |
|                         | <b>Health Services</b> | <ul style="list-style-type: none"> <li>● Encourage students and staff to receive their pandemic vaccination when made available</li> <li>● Review and update existing school district plans to provide mental health services using available school and community resources.</li> <li>● Consider offering any available school-based pandemic vaccination clinics. Germantown School District is a closed Point of Dispensing (POD) and will make medication/vaccines available to staff, students and their families; however, not the general public.</li> <li>● Utilize school and community resources to provide mental health counseling services for students, families and staff; i.e., School nurse, school social workers, school counselors</li> </ul> <p><b><i>Recovery</i></b></p> <ul style="list-style-type: none"> <li>● Establish “safe room” for counseling services to be provided as needed.</li> <li>● Provide counseling support services to students and staff.</li> </ul>   |

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|  | <b>Food Services</b>  | <ul style="list-style-type: none"> <li>● Encourage food services staff to get their vaccination.</li> <li>● Maintain food and nutrition services. Consider unique circumstances and commitments in community beyond school operations.</li> <li>● Connect with community agencies to assist families through community resources if school food services are not available.</li> <li>● Make modifications in menus if vendors cannot provide or deliver food.</li> </ul>  |
|  | <b>Transportation</b> | <ul style="list-style-type: none"> <li>● Encourage transportation services staff to get their vaccination.</li> <li>● Meet with transportation providers to assure continued operations during an outbreak.</li> <li>● Assure transportation services are following appropriate infection control practices.</li> </ul>   |
|  | <b>Communications</b> | <ul style="list-style-type: none"> <li>● Develop a plan for communicating with families, staff, and community stakeholders in the event of a pandemic including a possible school closure.</li> <li>● Share pandemic information on the District's website.</li> <li>● Prepare scripted messages for front line staff to share with families and others.</li> </ul> <p><b>Recovery</b></p> <ul style="list-style-type: none"> <li>● Communicate with students, families, and staff regarding the return to regular school routine, actions taken to make the environment safe, and any changes in District procedures.</li> <li>● Provide students, families, and staff with health and grief service provider information.</li> <li>● Provide educational materials to students and families, including recovery from pandemic and common symptoms of loss and grief and constructive ways to cope with stress.</li> <li>● Provide information to students, families, and staff on possible reoccurring waves of illness.</li> </ul> |

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| <b><u>ADMINISTRATION</u></b> | <b>Personnel</b> | <ul style="list-style-type: none"> <li>• Review student and staff absence policies and guidelines.</li> <li>• Meet with staff representatives to discuss issues that might be involved in a school closure such as sick leave options, alternative work schedules, alternative assignments.</li> <li>• Review policies on sick leave options, alternative work schedules, and alternative assignments.</li> </ul> <p><b><i>Recovery</i></b></p> <ul style="list-style-type: none"> <li>• Provide training for school staff regarding grief and possible mental health problems.</li> </ul> |
|                              | <b>Finances</b>  | <ul style="list-style-type: none"> <li>• Evaluate whether or not additional financial resources may be necessary to support response to an outbreak.</li> </ul>  |
|                              | <b>Legal</b>     | <ul style="list-style-type: none"> <li>• Address requirements for days and hours of instruction, staff attendance/work hours, and meeting IEP/Section 504 provisions.</li> </ul>   |