

# Health & Safety Manual For Families & Staff Members



## District Guidelines

Dr. Tracy Youngberg, Superintendent of Schools

Updated: August 23, 2021

Please Note That This Is A Working Document & May Be Revised As New Guidance Is Provided



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# Letter from the Superintendent of Schools

August 21, 2021

I am proud of the district staff and the efforts that they have made during the COVID pandemic to ensure that the emotional and physical safety of our learning community was a priority. This work clearly demonstrated our dedication to our students, our role as a member of the Windham Community, and highlighted benefits of teamwork. Windham Public Schools remained in the Wellness Zone as a result and I know the staff will continue this great work as we move into the 2021-2022 School Year.

Windham Public Schools, in collaboration with our medical advisor, the North Central Health Department, and Department of Public Health, will continue to work hard to ensure that student and staff member safety is at the forefront of all decisions made within our school system. The Health & Safety Manual is grounded in the guiding principles outlined below:

- Safeguarding the physical and emotional health and safety of WPS community members.
- Providing frequent, accessible, and positive communication with all constituents grounded in data provided by state and local health, government, and educational officials.
- Ensuring practical, student-centered, and fiscally responsible solutions that ensure health and safety throughout the pandemic.
- Maintaining the school system's active engagement in the community support efforts, which includes strong communication and partnerships with local and regional school systems, as well as with state and local educational and health officials.
- Ensuring a clear focus on equity and an understanding of individual circumstances as they relate to the impact of the pandemic and school closures.
- Leading with a vision of shared leadership that highlights the specialized talents of individuals and teams.



Sincerely,

Tracy A. Youngberg, EdD.  
Superintendent of Schools



## Section I: Welcome to Windham's Wellness Zone

Windham Public Schools (WPS) is proud of the fact that we have remained in compliance with all Department of Public Health (DPH) and the Connecticut State Department of Education (CSDE) safety guidelines throughout the 2020-2021 school year. The [Wellness Zone](#) Campaign (graphic to the right), for example, is used by WPS as a reminder of just how important each individual is to the collective well-being of our learning community.



It is more important now than ever that we continue to keep Windham School families in the Wellness Zone.

Students, staff members, and visitors should perform a self-assessment using the COVID Health Checklist prior to leaving for school each day. Students, staff members, and visitors who have a COVID-19 Symptom, fever (temperature of 100.4 or more), chills, uncontrolled new cough, shortness of breath, difficulty breathing, or loss of taste or smell, should stay home, not enter the school building, and contact their School Nurse or the COVID-19 Direct Number (860) 465-2521.

We want to remind everyone that we all play a role in maintaining the health of our Windham School community, especially in minimizing positive COVID cases. As valued members of this school family, it is our responsibility to help keep each other safe and healthy. Students will see posters in their school buildings of our Health Checklist and signs about preventing COVID to serve as reminders. Staff and Students will also be receiving copies of their own COVID Health Checklist to complete daily. Wellness Zone materials and information are posted on our [website](#), too. This is a team effort, and we want to thank everyone that has been working hard to keep our Windham School family in the Wellness Zone.



# Welcome to Windham Public Schools' Wellness Zone!

We are doing the following to keep our students and staff healthy:



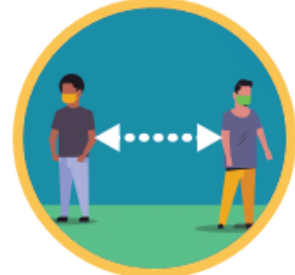
**Wearing our masks**



**Sanitizing hands often**



**Maintaining clean facilities**



**Keeping social distance**

**Completing our Daily COVID Health Checklists.** Please stay home and call our school nurse at **860-465-2521** if you check any of the following boxes.



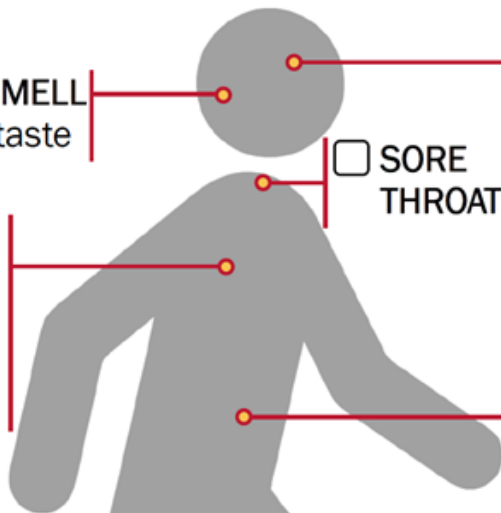
**CLOSE CONTACT**   
Within 6 feet for more than 15 minutes of someone with COVID-19



**TEST**   
Took a COVID-19 test for any of these reasons and are awaiting results

**LOSS OF SMELL**  
Or loss of taste

**COUGH**  
Shortness of breath, difficulty breathing



**SORE THROAT**

**FEVER**  
Temperature of 100.4°F or higher, chills

**DIARRHEA/VOMITING**



**Thank you for keeping us in the Wellness Zone!**



# ¡Bienvenido a la Zona de Bienestar de las Escuelas Públicas de Windham!

Estamos haciendo lo siguiente para mantener a nuestros estudiantes y personal saludables:



Usando las mascarillas



Desinfectando las manos frecuentemente



Manteniendo los edificios limpios



Manteniendo el distanciamiento social

Completando nuestro Chequeos de Salud de COVID a diario.

Quédese en casa y llame a la enfermera escolar al **860-465-2521** si marca alguna de las siguientes casillas.



### CONTACTO CERCANO

Dentro de 6 pies por más de 15 minutos de alguien con COVID-19

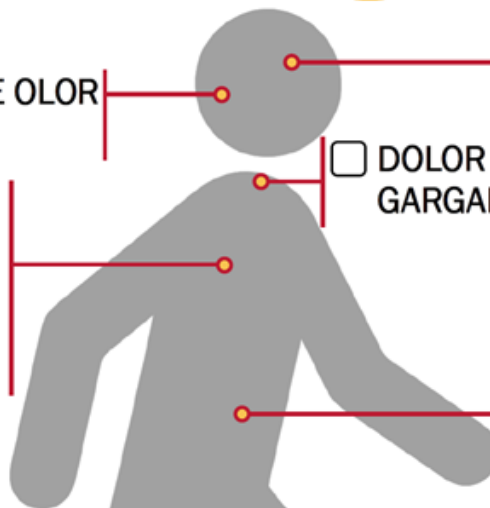


### PRUEBA

Esperando resultados de COVID-19 por cualquiera de estas razones

PÉRDIDA DE OLOR o sabor

TOS  
Dificultad para respirar, falta de aire



FIEBRE  
Temperatura de 100.4°F o más, escalofríos

DIARREA/ VÓMITOS



## ¡Gracias por mantenernos en la Zona de Bienestar!



## Section I – Part A: Screening of Visitors

1. Who is a Visitor?
  - Anyone who is not employed by Windham Public Schools and spending more than a few minutes in the building: Substitute teacher, substitute para, student teacher, intern, parent, or a contractor working in the building.
2. Whether you are the secretary, teacher, social worker or custodian, you are responsible to ensure the visitor meets the requirements to be in our buildings.
  - To determine this, please have the visitor complete the COVID Health Checklist (next page). For any “Yes” responses follow up with the school nurse before allowing the visitor in the building.
3. If the visitor is someone who will be in the building on a regular basis:
  - Please be sure they know the expectations of completing the COVID Health Checklist each morning before arriving
  - Please be sure they have a copy of the Health and Safety Manual and are aware of the Health and Safety Protocols for our district
  - Have them watch our [Health & Safety Manual Training Video](#)



## Section I – Part B: Decision Tree of Symptoms

Symptom	Should I come to work or send my child in?
<b>Fever or Chills</b> Fever usually means illness, especially if you are experiencing a fever of 100.4 or higher	<b>NO</b> – Children and staff members who have a temperature of 100.4 or higher and have no other known medical conditions that cause this symptom, you should stay home and see section VI of this manual for return to work or school guidance.  If the fever does not go away after 2-3 days or is 102.0 or higher, you should consult a health care provider
<b>Cough or Shortness of Breath</b> Uncontrolled new cough, shortness of breath, difficult or painful breathing, wheeze	<b>NO</b> – Children and staff members who have cough or shortness of breath and have no other known medical conditions that cause this symptom, you should stay home and see section VI of this manual for return to work or school guidance.  <b>YES</b> – If symptoms are due to asthma, provide treatment according to your physician/healthcare provider. When you do not need to use his or her inhaler or medication more frequently than every 4 hours, or as ordered, he or she may return to school.
<b>New Loss Of Taste Or Smell</b>	<b>NO</b> - If you are experiencing new loss of taste or smell, you should stay home and see section VI of this manual for return to work or school guidance.
<b>Fatigue</b>	<b>NO</b> – If you are experiencing extreme fatigue and have no other known medical conditions that cause this symptom, or you have a known contact with a person positive for COVID-19, you should stay home and refer to section VI of this manual for return to work or school guidance.  <b>YES</b> – If fatigue is caused because you did not get enough sleep due to staying up to late the night before, you should report to school/work.
<b>Muscle or Body Aches</b>	<b>NO</b> – If you are experiencing muscle or body aches, and you have a known contact with a person positive for COVID-19 you should stay home and refer to section VI of this manual for return to work or school guidance.  <b>YES</b> – If there is no known injury and you are able to function (walk, talk, eat), then you should be in school. If pain is severe or does not stop, consult a health care provider.





<b>Headache</b>	<p><b>NO</b> – If you are experiencing headaches and have no other known medical conditions that cause this symptom, and you have a known contact with a person positive for COVID-19 you should stay home and refer to section VI of this manual for return to work or school guidance.</p> <p><b>YES</b> – If you have a known medical condition that causes you to have headaches and the medical condition or symptom will not interfere with learning or your ability to perform assigned job duties.</p>
<b>Sore Throat</b>	<p><b>NO</b> – If your sore throat is not associated with a known medical condition or if you have a known contact with a person positive for COVID-19, you should stay home and refer to section VI of this manual for return to work or school guidance.</p> <p><b>NO</b> – If you have a sore throat, a fever, stomachache, and/or red swollen tonsils – you should contact your health care provider. If you are diagnosed with an alternative diagnosis (i.e. strep throat), stay home for the first 24 hours after an antibiotic is begun. Supporting medical documentation must be submitted to the school nurse.</p>
<b>Congestion or Runny Nose</b>	<p><b>NO</b> – If your congestion or runny nose is not associated with a known medical condition and if you have a known contact with a person positive for COVID-19, you should stay home and refer to section VI of this manual for return to work or school guidance.</p> <p><b>YES</b> – If you have a known medical condition, (i.e. environmental allergies), and symptoms will not interfere with learning or your ability to perform assigned job duties.</p>
<b>Diarrhea</b> Frequent, loose, or watery stool may mean illness but can also be caused by food and medication	<p><b>NO</b> – If you have diarrhea and have a known contact with a person positive for COVID-19, and you should stay home and refer to section VI of this manual for return to work or school guidance.</p> <p><b>NO</b> – If you have not had any contact with a person positive for COVID-19, stay home until the diarrhea has stopped for 24 hours.</p>

**Nausea or Vomiting**

**NO** – If you have nausea and have a known contact with a person positive for COVID-19, you should stay home and refer to section VI of this manual for return to work or school guidance.

**NO** – If you have vomiting and have a known contact with a person positive for COVID-19, you should stay home and refer to section VI of this manual for return to work or school guidance.

**NO** – If you have not had any contact with a person positive for COVID-19, stay home until the vomiting has stopped for 24 hours. If vomiting continues, contact a health care provider.

**YES** - if vomiting is due to motion sickness, vigorous activity, overeating or eating too fast, or heat.



## Section I – Part C: Reporting Illness & Potential Exposure

### Students and Staff Members Should Stay Home when Sick.

- ❑ Students and staff members shall notify the nurse in their building’s Health Office, with Central Office and Early Headstart Program reporting to the Windham High School Health Office, of any COVID-19 symptoms, including if they had a known contact with someone diagnosed with COVID-19.
- ❑ In addition, parents and staff members should report any positive and/or negative COVID-19 Test Results to the school nurse.
- ❑ The Health Office will collaborate with the School Secretaries in recording symptoms when students and staff members are called out for sick days.
  - The Health Office will record symptoms, including any known contact with someone diagnosed with COVID-19 in the student’s electronic health record, eSchool.
  - The Health Office will also record any symptoms reported by staff members.

## Section I – Part D: School Nurse Contact Information

School	<a href="#">Nurse Name</a>	Phone Number	Email Address
Windham Early Childhood Center (WECC)	Macy Zadora	(860) 465-2629	<a href="mailto:mzadora@windham.k12.ct.us">mzadora@windham.k12.ct.us</a>
Natchaug Elementary (NAT)	Palmira Mindek	(860) 465-2385	<a href="mailto:pmindek@windham.k12.ct.us">pmindek@windham.k12.ct.us</a>
North Windham Elementary (NWS)	Kristen Gooden	(860) 465-2405	<a href="mailto:kgooden@windham.k12.ct.us">kgooden@windham.k12.ct.us</a>
Sweeney Elementary (SWE)	Anamary Alvarado	(860) 465-2425	<a href="mailto:aalvarado@windham.k12.ct.us">aalvarado@windham.k12.ct.us</a>
Windham Center Elementary (WCS)	Tara Webb	(860) 465-2445	<a href="mailto:twebb@windham.k12.ct.us">twebb@windham.k12.ct.us</a>
Charles H. Barrows STEM Academy (CHB)	Dona Brodeur	(860) 465-2610 Ext. 4611	<a href="mailto:dbrodeur@windham.k12.ct.us">dbrodeur@windham.k12.ct.us</a>
Windham Middle School (WMS)	Christina McClintock	(860) 465-2620	<a href="mailto:cmclintock@windham.k12.ct.us">cmclintock@windham.k12.ct.us</a>
Windham High School (WHS)	Lynn Souza	(860) 465-2465	<a href="mailto:lsouza@windham.k12.ct.us">lsouza@windham.k12.ct.us</a>

We also encourage families to visit our [Health Office](#) Webpage for current information.



## Section I – Part E: Secretary’s Guide to Sick Calls From Parents

When a parent calls the office to report their child absent due to illness, please follow up with the following:

1. Ask if the parent has completed the [COVID Health Checklist](#) as seen in the District Health Manual
  - If yes:** Did they respond **YES** to any of the questions?
    - **Yes:** transfer the call to the school nurse, or forward the message
    - **No:** record absence as you normally would
  - If no:** Ask if they would like you to review the questionnaire with them
    - **Yes:** Ask the questions listed below and refer above based on response
    - **No:** Transfer the call to the school nurse

Please remember, you should not determine if a student should be placed in isolation or quarantine. This determination has to be made by your building’s school nurse. If your nurse is unavailable, please see the District Contingency Plan for the Nurse on call to respond.

## Section I – Part F: Attendance Tracking

The Health Office will collaborate with the School Secretaries in recording attendance when students are called out for sick days. Nurses will have access to enter attendance for students who will be required to self-quarantine or isolate themselves based on COVID-19 test results and/or symptoms. Absences will be entered into eSchool by the office and accessible by teachers.



## Section I – Part H: Health Office Visits

### FIRST AID IN THE CLASSROOM

- ❑ In order to prevent potential exposure to infectious diseases, promote isolation and decrease office congestion, students and staff members should not go to the Health Office for the following common situations:
  - Paper cuts, small abrasions, picked scabs - have them wash hands and apply Band-Aid if needed.
  - Minor headaches and/or fatigue - allow them to get snack/drink water first. Ask student if it has resolved after 20 minutes.
  - Mild stomachache and/or nausea - allow using the restroom, drinking water, and having snack first. Ask student if it has resolved after 20 minutes.
  - Localized bug bite - if no allergy history and not spread over large area of skin, apply cool paper towel to area to help prevent scratching.
  - Anxiety/Stress/Psychosocial Issues - if not affecting breathing or affecting their physical health offer a snack, redirection, or please refer to a Related Service Staff Members (i.e. counselors or social workers) or other applicable support staff.





### HOW WILL INDIVIDUALS ACCESS THE HEALTH CENTER?

- ❑ A staff member should always call down to the Health Office before sending a student down to the Health Office. This will ensure students are not exposed to students who may be symptomatic. Nurses should be notified if a student and/or staff member is reporting a potential key symptom of COVID-19.
- ❑ Students may independently ambulate to the office for a variety of individualized needs, so long as **none** of the following symptoms are present:
  - Confusion/ “doesn’t seem to be themselves”/disorientation
  - Decreased level of consciousness
  - Shortness of Breath/Respiratory Distress
  - Dizziness/Lightheadedness
  - Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
  - Vision impairment
  - Diabetic “Lows”
  - In any event where the teacher does not feel the student can safely ambulate to the Health Office unassisted.
    - Staff members should call Health Office for guidance. In the case of an emergency, calling 911 should never be delayed.
    - A classmate should not walk students who are reporting illness to the Health Office.



## Section 2: Mitigating Strategies

Windham Public Schools will develop training for both student and staff members related to the public health policies and protocols at the start of the 2021-2022 school year. As part of this requirement, we will familiarize students and staff members to all standard health practices that prevent the spread of the disease, known as mitigating strategies. The goal of utilizing mitigating strategies is to help slow the spread of COVID-19 and to protect all students and staff members, especially those who are at increased risk.

	Mitigation Strategy	WPS Response
<input checked="" type="checkbox"/>	Universal and correct wearing of masks 	WPS will follow <a href="#">DPH/CSDE guidance on mask wearing</a> for students and staff during the 2021-2022 school year. According to the current guidance on mask wearing, masks will be required of students and staff in our school buildings and on our school buses. We have adopted <a href="#">mask policies #4118.237 and #5141.8</a> during the 2020-2021 school year and will adjust according to the most up-to-date guidance.
<input checked="" type="checkbox"/>	Physical distancing 	As <a href="#">determined by the Board of Education on May 12, 2021</a> , all district schools will offer social distancing to the greatest extent possible with an understanding that all of our students will be in-person in our buildings and on our buses.
<input checked="" type="checkbox"/>	Handwashing and respiratory etiquette 	Handwashing procedures will continue to be posted in all district bathrooms and regularly reinforced. Hand sanitizer will be available in all schools in order to maximize hand cleanliness and reduce the likelihood of transmitting COVID and many different illnesses.
<input checked="" type="checkbox"/>	Cleaning and maintaining healthy facilities, including improving ventilation 	WPS plans to follow the latest DPH/CSDE guidance on cleaning and maintaining healthy facilities, including our school buses. The district performed a great deal of <a href="#">ventilation work</a> throughout the 2020-2021 school year and met all COVID compliance recommendations for cleaning and disinfecting.



<input checked="" type="checkbox"/>	<p>Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments</p>		<p>WPS plans to follow the latest DPH/CSDE guidance on contact tracing. The district publishes a <a href="#">COVID Dashboard</a> with a Daily COVID Report and a Weekly Cumulative Report online. The high case rates within Windham's community required our COVID team to conduct an extensive amount of contact tracing and quarantines. Our data strongly indicated that transmission within our schools rarely occurred. Instead, positive cases were highly likely to be generated within families.</p>
<input checked="" type="checkbox"/>	<p>Diagnostic screening and testing</p>		<p>WPS does not plan to utilize a diagnostic screener or offer on-site testing unless this is a DPH/CSDE directive. Instead, we will continue to support students, families, and staff members in maintaining their health and safety through an extensive communication plan in both English and Spanish.</p>
<input checked="" type="checkbox"/>	<p>Efforts to provide vaccinations to educators, other staff, and students, if eligible</p>		<p>WPS plans to continue its extensive efforts to support students, families, and staff in finding vaccination opportunities through its bilingual Family Liaisons and ongoing communications. If necessary, WPS will once again collaborate with Hartford Healthcare and/or the North Central District Health Department (NCDHD) to coordinate vaccine clinics in support of our students, staff and families.</p>
<input checked="" type="checkbox"/>	<p>Appropriate accommodations for children with disabilities with respect to the health and safety policies</p>		<p>WPS plans to continue to offer our Comprehensive At Home Resources and Education (CARE) Program to those medically fragile students deemed unable to return to school in-person for the 2021-2022 school year. We will continue to offer appropriate accommodations related to health and safety for children with disabilities.</p>



## Section 2 – Part A: Mask Wearing and Other Personal Protective Equipment (PPE)

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Recent studies show that a significant portion of individuals with COVID-19 lack symptoms or are “asymptomatic” and that even those who eventually develop symptoms are “pre-symptomatic” and can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, CDC recommends that masks to be used by unvaccinated individuals indoors, or by everyone in situations where vaccine coverage is unknown or known to be low, case rates are increased, more contagious variants are circulating and/or other factors warrant universal mask use.

The DPH and CSDE Recommendations state that everyone will wear a facemask, or face covering while inside the school building per the current [executive order](#). Facemasks will be provided to any student or staff member who does not have one. Facemasks will be available upon entry to each building and on each bus for this purpose. All students, staff members, and visitors are required to wear a facemask when they enter a school or district building.

Some exceptions apply as follows:

- Anyone who has trouble breathing or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Anyone who has a medical reason making it unsafe to wear a face covering.

Individuals from the school community who may require mask accommodations and/or exemption must submit medical documentation to their assigned school nurse. The assigned school nurse, the medical advisor, and/or the Director of Pupil Services or Director of Human Resources will review this information. A notification regarding the status of the mask exemption and accommodations will be provided to the individual following the review of material.

[Education will be provided](#) before the start of school and then frequently thereafter on the proper use, removal of face coverings and the proper washing of cloth face coverings in addition to the importance of not touching the face covering.

Federal Order (CDC) requires mask use on public transportation, including school buses. School buses will also have facemasks available for any individual who may need one while riding on the vehicle.





For staff members working with student(s) who are not wearing face coverings due to one of the exceptions and cannot maintain social distancing will be provided with increased protective equipment, including but not limited to a surgical facemask, face shield, gloves, and disposable gown if required.

**Table 1: Personal Protection Equipment (PPE) Recommendations for Service Provider (SP)**

Classification of Individual Wearing Protective Equipment	NIOSH approved N95 mask	Face Shield	Disposable Gowns	Disposable Gloves	Gowns or Other Body Coverings	Face Covering
SP in the same facility but not in the care areas for students with suspected COVID-19						X
Transportation personnel/monitors						X
SP providing personal care to students with out suspected COVID-19 but who may potentially be exposed to bodily fluids		X		X		X
SP (nursing) performing or present during aerosol-generating procedures such as nebulizers	X			X	X	
SP using direct physical contact during emergency restraint or seclusion		X		X	X	X
SP in care of student identified at school with COVID 19 symptoms	X	X	X	X	X	X



## Section 2 – Part B: Mask Refusal Procedure

In accordance with the Windham Public Schools policies P4118.237; 4218.237 and 5141.8 and the Connecticut State Department of Education recommendations, ALL students (pre-K – 12), staff, parents/guardian and visitors will be required to wear a face mask while in Windham Public School Buildings and while traveling in buses commissioned by the Windham Public Schools. The State of Connecticut recently updated its requirements regarding masks and face coverings. The [Executive Order can be found on the CT.gov website](#).

Face masks that cover both the mouth and nose have been documented as an effective mitigation strategy in stopping the spread of COVID-19, along with social distancing; frequent handwashing, and cleaning and disinfecting frequently touched surfaces. *Mask wearing at each school site will be monitored by the building principal.*

Students who cannot wear masks and have medical documentation will be evaluated for accommodations as deemed appropriate. Staff members supporting students who have a documented mask exemption need to be made aware of the exemptions and student privacy must be maintained.

### ***What should schools do if students are seen not wearing a mask on our school campuses?***

Assume Best Intentions: Check with building administration and/or a staff member that works closely with that student to ensure there is no documented mask exemption. If that is not the case, ensure the student has access to a mask or face covering. Provide the student with a mask, if necessary.

### ***What should schools do if a student who has access to a mask and does not have a medical exemption refuses to wear a mask?***

Educate, Communicate, and Document:

- 1) Provide the student with an age appropriate explanation about why masks are an effective mitigation strategy in reducing the spread of COVID-19 and that they are a requirement for being in person within our school buildings. *Document the date and time of the explanation, the staff member who provided the explanation and the name and grade level of the student.*
- 2) If the same student is observed without a mask after the explanation has been provided, reiterate the safety concerns to the student and call their parents/guardians to explain that not wearing a mask in school may result in a school enforced consequence. *Document the date and time of this call, the staff member who made the call and the name of the parent/guardian you have spoken to.*



- 3) If this student is observed without a mask after this conversation has taken place, call the parent/guardian a second time, reiterate the safety concerns and provide a final warning about the potential for their child to be removed from school. *Document the date and time of this call, the staff member who made the call and the name of the parent/guardian you have spoken to.*
- 4) If this student is observed without a mask after the second conversation with their parents/guardians has taken place, the building principal or assistant principal should make arrangements for the student to be excluded from in person school. *Document the details of the school exclusion as a result of the mask refusal on a behavior referral form. Include the details of the communication that proceeded this decision. Please Note: Our goal is not to exclude students from in person learning, but instead to ensure safety protocols are in place for all members of our learning community.*
- 5) Students who are excluded for mask refusals will return to school at any time as long as the student and their parent/guardian are willing to sign off that wearing a mask is a requirement for in person school. Communication and sign offs can be with done digitally to ensure safety.

Sample Sign Off Language:

*Student Name:* \_\_\_\_\_ *Grade:* \_\_\_\_\_ *School:* \_\_\_\_\_

*I understand that wearing a mask that covers both the mouth and nose is a requirement for in person attendance in Windham Public Schools given the safety benefits that masks provide to all members of our learning communities.*

*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

- 6) If a student has been returned to in person attendance after being excluded for refusing to wear a mask, an additional infraction would result in an exclusion from in person school for an extended period of time, to be determined by the school based teams.



## Section 2 – Part C: Physical Distance

Building and teacher leaders throughout the summer have reviewed each of the spaces within the school and have developed a plan for instructional spaces to maximize social distancing between student workplaces. Teachers have removed personal property to maximize space within the classroom. All district classroom spaces will be organized with social distancing in mind.

While the district will try to maintain at least 3 feet of physical distance within the classrooms, when feasible with available space, we will not exclude students from in-person learning if we are unable to meet the 3-foot physical distance recommendations. We will implement distancing to the extent practical and continue to implement a layered approach of mitigation strategies within all areas of the school.



## Section 2 – Part D: Handwashing and/or Hand Sanitizer

One of the best ways to protect ourselves from germs is by handwashing. Regular handwashing is one of the best ways to remove germs and prevent the spread of germs to others. Windham Public Schools will enforce proper handwashing practice. Handwashing will be recommended during the following times:

- When entering and/or leaving a classroom and/or assigned area
- Before eating food and after eating
- Before and after caring for someone who is sick and/or treating a cut or wound
- After using the bathroom
- After changing a diaper and/or assisting someone who has used the toilet
- After blowing a nose, coughing, or sneezing
- After touching garbage
- After touching commonly touched items and/or surfaces (door handles, copier, etc.)
- Before touching eyes, nose, or mouth because that is how the germs enter our bodies



Frequent hand  
washing/use of hand  
sanitizer

Students and staff members will be asked to follow five steps every time they wash their hands.

1. **Wet** your hands with clean, running water (warm or cold).
2. **Apply** soap and lather your hands by rubbing them together with soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean paper towel.

When handwashing is not available, using an alcohol-based hand sanitizer that contains at least 60% alcohol can be utilized. Sanitizers reduce the number of germs on hands. Students and staff members will be asked to follow the following steps when they use hand sanitizer.

1. **Apply** the hand sanitizer to one palm and lather your hands by rubbing them together. Be sure to lather the backs of your hands, and between your fingers until dry.
2. **Scrub** your hands until your hands are dry - approximately 20 seconds.

*\*See [Appendix in Section IX](#) for Examples of Signs to Be Distributed Regarding Handwashing*



## Section 2 – Part E: Respiratory and Cough Etiquette

The following measures to contain respiratory secretions are recommended for all individuals:

- Cover your mouth and nose with a tissue when coughing or sneezing. If a tissue is unavailable, cough or sneeze into your elbow.
- Place in the nearest waste receptacle to dispose of the tissue after use.
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials.

Each school will ensure the availability of materials for adhering to Respiratory Hygiene/Cough Etiquette in each room and office for students, staff members and visitors.

- Provide tissues and no-touch receptacles for used tissue disposal.
- Provide conveniently located dispensers of alcohol-based hand sanitizer; where sinks are not available, ensure that supplies for hand washing (i.e., soap, disposable towels) are consistently available.

## Section 2 – Part F: Ventilation

Windham Public Schools will comply with the Department of Public Health Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 pandemic.

- Facilities has inspected building systems to ensure they are operating properly and have conducted preventative maintenance and repairs as appropriate.
- All ventilation systems will be turned on before students and staff members arrive and remain on throughout the day.
- Where possible, dampers will be fully open, and air will be flushed 2 hours prior to occupancy and 1 hour after occupancy.
- Staff members will be encouraged to refresh stale indoor air by opening windows, when appropriate.
- Freestanding fans that serve to circulate existing air around a room will not be permitted in the classrooms and offices unless they are providing an exhaust.

Windham has recommissioned central mechanical HVAC systems to study our ventilation systems. We will continue to maintain proper ventilation within all of our buildings.

We will continue to encourage staff to keep windows open and to use exhaust fans when the weather permits.



## Section 2 – Part G: Disinfecting & Cleaning

All Windham Public School staff members will be trained on proper methods of disinfecting and cleaning.

Routine cleaning can be accomplished with the help of all staff and students by simply cleaning a surface using a baby wipe - a soap and water solution.

Surfaces frequently touched by people, such as door handles and bathroom surfaces will be disinfected by the custodial team at least daily when school is in session. Continuous spot disinfection of high touch surface area is no longer necessary per the latest recommendations of CDC and DPH.



Enhanced  
cleaning/disinfection  
of spaces/surfaces

How To Clean & Disinfect An Area:

- Wear disposable gloves to clean and disinfect.
- To clean the area, spray surfaces using the QT3 from Hillyard product provided by custodial team.
- Wipe dry with paper towel.
- To disinfect the surface, spray surfaces using the QT3 from Hillyard a second time.
- Surface should dry in 3 minutes.
- Wipe off any excess chemicals after the 3 minutes.

Additional Information:

- Cleaning and disinfection of restroom surfaces will also occur after conclusion of the school day using Re-Juv-Nal from EPA List N.
- Touch-free paper towel dispensers will be provided in all restrooms throughout the district; Electric hand dryers will be removed or turned off.
- Custodial staff members will complete a checklist to document regular daily cleanings. All cleaning products utilized on surfaces should follow Connecticut School Green Cleaning Law. Cleaning products should be utilized in well-ventilated areas and follow the manufacturers stated instructions for use (contact time, surface application).



## Section 2 – Part H: Contact Tracing

Contact tracing is used by state and local health departments to slow the spread of infectious diseases. Contact tracing lets people know if they have been exposed to COVID-19 and as a result should monitor their health for signs and symptoms of COVID-19. The local health department and our school nurses will encourage those who have been exposed to get tested by locating testing sites available within the community. They will ask people to self-isolate or self-quarantine if they have had close contact with someone who has COVID-19. Isolation and quarantine help protect the public by separating sick people with a contagious disease and those who have been exposed to a contagious disease from the general public. A person would go into isolation when they are diagnosed with COVID-19. A person will be asked to quarantine when they have been exposed to someone who has tested positive with COVID-19.

The State and Local Health Department and our school nurses will not ask for personal information such as your social security number or financial information. Discussions with the health department are kept confidential. Windham Public Schools Nurses and the North Central District Health Department will collaborate on a regular basis regarding known COVID-19 exposures. If a student or staff member is present at school or reports symptoms of COVID-19, the School Nurse will fill out the reporting form provided by the North Central District Health Department and fax the form to the Health District.

Please note that the school nurse will be using professional judgement of the symptoms, known medical history, and the guidance from the CT Department of Public Health and the North Central District Health Department when completing an assessment.

In addition, the Local Health Department will provide the Health and Safety Liaisons with the name of any Windham Resident, 18 years or under, who has had a positive test result, in order to complete the contact tracing process within the school setting. Our school nurses and administrative leadership team will also conduct contact tracing when a member of the school community self-reports that they have a positive COVID-19 test result and has been onsite or in contact with other members of our school community 48 hours prior to symptom onset or test result. Details regarding each positive case among staff and students is reported to the Local Health Department. In addition, anonymized information of each positive case is reported to the [Department of Public Health](#).

Decisions regarding self-quarantine of close contacts and possible classroom or school closure will be made in consultation with the North Central District Health Department. These decisions will be made based on the facts of each individual case. The decision to suspend or close a school (or the entire school district) will be made by the Superintendent or designee based on information and recommendation from North Central District Health Department and the Connecticut State Department of Health. Board of Education members and town officials are notified of closure as well as the State Department of Education.

During school closures related to COVID-19, all extracurricular activities, athletics, and school-based afterschool programs are cancelled.





Families & staff members will be notified by the school district if they have had close contact to a student or staff member who has tested positive for COVID-19. These notifications will be directed by the North Central District Health Department. Notifications will be made in a timely manner after the district receives the documentation of a positive test case.

In the interest of maintaining our goals of transparency and community engagement, the district is following recommendations regarding the Contact Tracing Process from the Connecticut State Department of Education (CSDE) and the Department of Public Health (DPH). The school district is completing contact tracing and will make a Districtwide Announcement when an individual has been on site in one of our schools 48 hours prior to the date of a positive test result, or 48 hours prior to symptom onset. The district is announcing under [“Daily Positive COVID Case Report” in our COVID Updates page](#) the cases that have a potential impact on our school community. The Local Health Department is completing the Contact Tracing for community-based connections.



## WPS Contact Tracing Protocol

### Definitions:

1. **A CASE** is defined as: An individual who tests positive for SARS-COV-2 via PCR or Antigen Test.
2. **A CONTACT** is defined as: A person who has been exposed to an individual who has tested positive for SARS-COV-2 via PCR or Antigen Test.
  - **When Is It Considered A Direct Exposure With A Case?**
    - You have spent 15 minutes (cumulative) or more in a day within 6ft with the person.
    - You had direct physical contact with the person (hugged or kissed them)
    - You shared eating/drinking utensils
    - You provided care to someone who is sick with COVID-19
    - Someone who tested positive with COVID-19 sneezed, coughed or somehow got respiratory droplets on you.
  - **Are There Any Scenarios When Quarantine Is Not Required With Exposure?**
    - Per the CDC and DPH: If a student is positive, other students in the classroom are not considered a close contact, if they maintained at least 3 ft physical distancing and have worn a mask during their exposure period. This is only true for student-to-student contacts, not between students and staff and not between staff.
    - Vaccinated students and staff do not need to quarantine after exposure provided they remain asymptomatic
      - Mask wearing inside and outside the school setting is recommended
      - If even mild symptoms develop, isolate immediately
      - Testing between day 3-5 after exposure is recommended
3. **Isolation:** Separates sick people with a contagious disease from people who are not sick.
  - A person who tests positive with COVID-19 or is symptomatic will be asked to isolate for 10 days from start of symptoms or test date, if asymptomatic.
    - This applies to both vaccinated and unvaccinated students and staff.
4. **Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
  - Unvaccinated students and staff will be asked to quarantine after exposure to a positive case
  - The length of quarantine for COVID-19 is 14 days
    - If an individual does NOT test but remains asymptomatic they may return to community and school after 10 days while continuing to closely monitor for symptoms through day 14
    - If an individual tests at day 5 post exposure and receives a negative test result may return to community and school after 7 days while continuing to closely monitor for symptoms through day 14
    - If an individual is symptomatic, they should contact their school nurse and/or health care provider for further guidance.

**Purpose:**

Windham Public Schools will initiate contact tracing when the district is notified that a person associated with our school district has had a positive test result and has had contact with our school community within 48 hours of their symptom onset or positive test result. Contact Tracing is a process to identify, monitor, and support individuals who may have been exposed to a person with a communicable disease, such as COVID-19. The goal of contact tracing is to identify all close contacts of the individual within 48 hours from the onset of symptoms and/or date of test through the current date of the contact tracing interview. The School Nurse will offer information to individuals who have tested positive with COVID-19 and their close contacts on Isolation and Quarantine Requirements during this conversation and answer any questions that the individuals may have.

**Contact Tracing Process:** Windham Public Schools will complete the following process when Contact Tracing.

- 1. Initial calls will be completed by the School Nurse or Health and Safety Liaisons. The School Nurse will:**
  - Introduce themselves
  - Explain the reason for the call
  - Establish trust and a rapport with the individual and explain confidentiality and what that means in this scenario
  - Interview process will be explained
  - Definitions will be reviewed
  
- 2. The following information will be gathered by the School Nurse from the Individual and/or Family Member, if the Individual is a Minor:**
  - Confirm: Name, DOB and preferred telephone number
  - List of symptoms and date of symptom onset, if applicable
  - Date of test
  - List of people you have had close contact with as defined above, including any contacts in the Windham Public School Community and/or Windham Community.
  - Last day in school
  - Any known exposure with a positive individual
  - Names of anyone with whom you live
  
- 3. COVID-19 Positive Student Only: The School Nurse will meet with Windham Public School Staff Members who work directly with the known positive Student:**
  - School Nurse will identify the name of the student who tested positive
  - Ask Staff Member to identify any known close contact within their classroom, team, etc.
  - If Staff Member is identified as a Close Contact, the School Nurse will review quarantine requirements with the identified Staff Members.

**4. The School Nurse will contact all known Close Contacts:**

- School Nurse will speak with Staff Members, Students, and/or Parents/Guardians, of any minor
- School Nurse will explain that the student or staff member has been identified as a close contact of an individual who has tested positive for COVID-19
- Review quarantine requirements with the known close contacts
  - Length of quarantine
  - Stay home – cannot enter community
  - If they become symptomatic, contact School Nurse
  - Testing locations
  - If the close contact decides to be tested, they should report the test results to the School Nurse

**5. For all positive cases, the School Nurse will:**

- Notify Superintendent
- Email: Dawn Thomacos & Head Custodian to disinfect room, if appropriate
- Email: Yadira Soto to notify bus company, if appropriate
- Email: Building Administrator and Tara Webb
- Complete Tracking Workbook
- For Student Only, Update eSchool's Learning Location
- For Staff Only, Complete the Frontline Form – COVID-19: Employee Documentation (Nurse's USE Only)
- Complete Local Health Department Reporting Form
- Complete Department of Health and Department of Education Reporting Electronic Form

**Questions For School Nurses To Ask When Determining Quarantine And / Or Isolation**

- A. If symptoms occur in school, dismiss the staff member home immediately, and move student away from other students within the health office.
- B. Gather as much information as you can, and if you are not sure how you should proceed simply let the staff member or parent know that you will call them back. Be sure to ask for the best number to reach them.
- C. Ask if the person if they have symptoms, is a close contact, or had a positive test
- D. Ask the Follow Up Questions:

**Symptoms**

- |  |                                   |
|--|-----------------------------------|
| <b>1. What are the symptoms?</b>             | <b>2. When did they begin?</b>    |
| <b>3. Have you followed up with your MD?</b> | <b>4. Have you taken a test?</b>  |
| <b>5. When was the last day at WPS?</b>      | <b>6. What date was the test?</b> |

**If your test comes back positive, who have you had close contact with in WPS? (2 days before symptom onset)**

- Staff must self-isolate for 10 days from start of symptoms, or a negative test, or alternative diagnosis.



**Close Contact**

- |  |  |
|--|--|
| <b>1. Do you live with the positive individual?</b>      | <b>2. Are you able to completely self-isolate within home?</b> |
| <b>3. When was the last date of contact w/ positive?</b> | <b>4. Have you gotten tested? Date of test?</b>                |
| <b>5. When was your last day in WPS?</b>                 | <b>6. Are you vaccinated?</b>                                  |

- Unvaccinated staff members must quarantine for at least 7 days since their last date of contact provided they have a negative test at day 5 or later post exposure. If test is positive, see below.
- If they live with the positive person, and they can't self-isolate, then quarantine begins after the positive case's 10-day isolation.

**Positive Case**

- |                                  |  |
|----------------------------------|--|
| <b>1. Date of test?</b>          | <b>2. Do you have symptoms?</b>          |
| <b>3. Date of symptom onset?</b> | <b>4. When was your last day in WPS?</b> |

**If they have been in WPS within 48 hours of symptom onset or a positive test result (whichever is first) then:**

- 1. Who did they have close contact with?**
  - 2. Did they ride the bus?**
  - 3. Were they wearing their mask?**
- Staff must self-isolate for 10 days from date of symptom onset, or test date whichever is first.

**E. If Symptomatic/ Pending Results or Close Contact:**

Complete Tracking Workbook	Health and Safety Liaison
Email: Bldg Administrator(s), Complete Frontline form for staff	School Nurse Health and Safety Liaison
Ask staff to start developing a list of close contacts if they in fact have a Positive Case.	School Nurse

**F. If Positive ONLY:**

Email: Dawn Thomacos & Head Custodian to Disinfect Room, if appropriate	School Nurse
Email: Yady Soto to notify bus company, if appropriate	School Nurse
Conduct Contact Tracing	Bldg Administrator, School Nurse and Applicable Staff As Appropriate
Complete Tracking Workbook	Health and Safety Liaison
Email: Bldg Administrator(s), Complete Frontline form, if staff	School Nurse Health and Safety Liaison



## RETURN TO SCHOOL / WORK

All decisions to return to work and/or school should be done in collaboration with the school nurse and/or the Human Resources Department.

The Connecticut Department of Public Health states that you can return to school and/or work after the following situation:

### **Vaccinated or Unvaccinated Individual who has COVID-19 Symptoms, but NO close contact to a person diagnosed with COVID-19**

- Individual tests **negative**:
  - Return to school once there are no symptoms for 24 hours.
- Individual tests **positive\***:
  - Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts, and answer phone calls from public health officials and/or contact tracing staff.
  - Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
- Individual is **NOT tested**:
  - Stay in self-isolation for at least 10 days since the onset of symptoms **and** until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement in other symptoms.
  - If medical provider provides a note with an alternative diagnosis, the student or staff member may return earlier, please contact your building's school nurse for further details.

### **Unvaccinated Individual has COVID-19 symptoms AND had close contact with a person diagnosed with COVID-19**

- Individual tests **negative**:
  - Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications and with improvement in other symptoms).
- Individual tests **positive\***:
  - Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts, and answer phone calls from public health officials and/or contact tracing staff.
  - Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
- Individual is **not tested**:
  - Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.

**Vaccinated Individual has COVID-19 symptoms AND had close contact with a person diagnosed with COVID-19**

- Individual tests **negative**:
  - Can return to work after 24 hours have passed with no fever (without fever reducing medications and with improvement in other symptoms).
- Individual tests **positive\***:
  - Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts, and answer phone calls from public health officials and/or contact tracing staff.
  - Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
- Individual **is not tested**:
  - Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.

**Vaccinated Individual does not have COVID-19 symptoms BUT had close contact to someone diagnosed with COVID-19**

- Vaccinated Individuals do not need to quarantine as long as they are asymptomatic – they feel well and have no symptoms.
- CDC recommends diligence in mask wearing inside and outside of school and to closely monitor for symptoms for 14 days.
- CDC recommends that you test between days 3 - 5

**Unvaccinated Individual does not have COVID-19 symptoms BUT had close contact to someone diagnosed with COVID-19**

- Individual tests **negative on or after day 5 post exposure**:
  - Remain home in self-quarantine for 7 days from last exposure to the person diagnosed with COVID-19, continue to monitor for symptoms through day 14
- Individual tests **positive\***:
  - Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts
  - Stay home until 10 days have passed since the date of the positive COVID-19 test
- Individual **is not tested**:
  - Remain home in self-quarantine for 10 days from last exposure to the person diagnosed with COVID-19, if remain symptom free, continue to monitor for symptoms through day 14

**Travel:**

Before traveling outside of Connecticut, consult Connecticut DPH [Travel guidelines](#). There is no



quarantine required for domestic travel, although testing and quarantine of unvaccinated individuals is advised.

If traveling internationally, a negative test is required prior to your departure back to the United States. For full requirements please visit Connecticut DPH Travel guidelines above or visit the [CDC](#).

\*If in isolation after a positive test result, you must be fever free for 24 hours and have seen an improvement in your other symptoms to end your isolation. If you are unsure if you meet this requirement, follow up with your medical provider. Your medical provider may request that you remain in isolation for more than 10 days after your symptoms first appeared. Please be sure you follow the guidance from your medical professional.

## Section 2 – Part I: Screening / Testing

The CDC has stated that screening testing can be a useful additional tool to prevent outbreaks, especially when mitigation strategies such as physical distancing cannot be used maximally. They recommend that testing occur at least weekly for unvaccinated individuals only.

The Department of Public Health and the CSDE are prioritizing and offering voluntary testing to K-6 students and unvaccinated staff. At this time, Windham was not identified to be one of the eight priority school districts for screening.

Windham Public Schools does not plan to utilize a diagnostic screener or offer on-site testing unless this is a DPH/CSDE directive. Instead, we will continue to support students, families, and staff members in maintaining their health and safety through an extensive communication plan in both English and Spanish. We will also update our website to list locations, dates and times for testing.





## Section 2 – Part J: Vaccination

Windham Public Schools plans to continue its extensive efforts to support students, families, and staff in finding vaccination opportunities through its bilingual Family Liaisons and ongoing communications. If necessary, WPS will once again collaborate with Hartford Healthcare and/or the North Central District Health Department (NCDHD) to coordinate vaccine clinics in support of our students, staff or families.

To search for a local Vaccine Location, search the [CT Vaccine Portal](#).

## Section 2 – Part K: Accommodations

Windham Public School plans to continue to offer our Comprehensive At Home Resources and Education (CARE) Program to those medically fragile students deemed unable to return to school in-person for the 2021-2022 school year. We will continue to offer appropriate accommodations related to health and safety for children with disabilities. If you believe your student qualifies for a COVID-19 accommodation and/or requires special programming, contact your child's 504 or Special Education case manager, along with the building principal.

If you believe you qualify for an accommodation as an employee, please work with the HR Generalists in the [Human Resource Department](#).



## Section 3: COVID-19 Compliance Team

The district is prepared to conduct a daily check-in of the full COVID Compliance Team throughout the 2021-2022 school year. Members of this team (table below) have been extremely influential in providing ongoing professional development to our staff related to maintaining COVID-19 health and safety standards. If necessary, the district will redesign our health and safety trainings to meet any new DPH/CSDE guidance. We also plan to stay in communication with the NCDHD, our local health district.

Tracy A. Youngberg	Superintendent of Schools
Neil Weathers	Assistant Superintendent of Schools
Stephanie Garrett	Director of Human Resources
Suzanne Krach	Director of Pupil Services
Tara Webb	District Head Nurse, COVID-19 Health and Safety Liaison
Kristen Gooden	District Nurse, COVID-19 Health and Safety Liaison



## Section 4: Compliance Feedback Form

The [Windham Public School's Compliance Feedback Form](#) is a reporting tool to help the Leadership Team ensure the district's compliance with COVID-19 Safety Procedures and Protocols. Any staff member can submit the Windham Public Schools COVID-19 Compliance Feedback form.