



AUGUST 2021



WATERTOWN UNIFIED SCHOOL DISTRICT
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Guiding Principles

Mission

The Watertown Unified School District (WUSD) is committed to providing high quality education to our students in a safe environment for students and staff informed by the latest available health and safety guidelines provided at the local, state and federal level. The WUSD is committed to offering full face-to-face instruction to our students while also maintaining a commitment to safety. We have established key safety protocols based on best practices and health and safety guidelines. As concerns around COVID increase or decrease we will respond by increasing or decreasing our protocols in response. It is our goal to have the minimum necessary protocols in place and to allow for maximum student movement and contact throughout the school day and at school events and activities.

Key Safety Protocols

Key Safety Protocols

In order to support staying safe to stay open, the WUSD has adopted key safety protocols to address the following areas: educating and informing, physical infrastructure, transportation, activities and athletics, food service operations, staffing, and health and behavior norms.

❖ Educate and Inform

- CDC Coronavirus education materials will be posted throughout our sites in English and in Spanish in highly visible locations to include: handwashing hygiene practices, when to stay home, cough/sneeze safely, and everyday protective measures
- Staff will be provided training on safe practices
- Regular routines will be established for handwashing and sanitizing
- Parents, students and staff will receive regular communication via multiple venues – email, website, videos and written communications.
- Support will be critical to our success – it will be critically important that individuals not feeling well stay home and follow hygiene practices at home and at school

❖ Physical Infrastructure

- Plastic barriers may be used in public spaces
- Bubblers (water fountains) will not be available; bottle fillers will be able to be used
- Sanitation stations will be used throughout our sites
- Teaching spaces and classrooms have been reconfigured as necessary to create maximum space for physical distancing
- Cleaning and disinfecting includes daily and weekly protocols and in between new groups of students
- Hand hygiene will be taught and reinforced
- Isolation rooms are established at each site to be used as needed with students or with staff

❖ Transportation

- Due to federal mandates from the Center for Disease Control (CDC) and the Transportation Security Administration (TSA), face coverings will be required on school transportation/school buses.
- Shuttle service will be resumed for students



- All buses will have and use seating charts. Students will ride near the same students in the morning and afternoon whenever possible.
- Sitting at windows with 1-2 students per seat is preferred and should be used whenever possible – 2-3 students may sit per seat if necessary
- Students from the same household are strongly encouraged to sit together and may sit with three in a seat
- Buses will be disinfected following each route with special attention to high touch areas
- Whenever possible, bus windows should be open to increase circulation of outdoor air, but not if doing so might pose a health or safety risk (temperature too cold, risk of falling, etc.) If the weather is cold outside, bus drivers may choose to open two windows up to one inch to increase ventilation while keeping the bus temperature warm and safe for students and staff.

❖ **Food Service**

- Routines have been established for handwashing and sanitizing before and after any food handling/consumption
- Maximum physical distancing when consuming food will be practiced
- Cafeterias/gyms/common spaces may be designated for lunch
- Food service will serve only nut-free food items during the 2021-2022 school year

❖ **Staffing**

- In-person trainings will be conducted with maximum distancing maintained
- Appropriate personal protective equipment will be provided to staff as needed

❖ **Activities/Athletics**

- We will rely on guidance from the WIAA, or activities organization, to hold safe athletic practices, competitions, and events
- Safety protocols will be followed as established for activities and athletics as they are during the school day
- Virtual options will be pursued when appropriate/necessary

❖ **Health and Behavioral Norms**

- We encourage parents and other essential visitors, but appointments must be made whenever possible and visitor policies must be followed
- Non-essential visitors and visits will be limited and are at the discretion of the site administration
- School staff will work with students and staff with high risk/vulnerable conditions to address concerns on a case-by-case basis
- Upon arrival at school, students will have a staff member complete a visual symptom checker and check his/her temperature. Any child with a temperature of 100.4 or above or exhibiting symptoms of COVID-19 will meet with the health assistant/WUSD Nurse for further assessment
- The Watertown Health Department will handle positive COVID-19 positive cases with the cooperation of the WUSD

COVID-19 Information

What do we know about COVID-19?

At the time of writing this handbook, here is what the Center for Disease Control (CDC) is telling



WATERTOWN UNIFIED SCHOOL DISTRICT – WHATEVER HAPPENS, WE ARE READY!

us about the Coronavirus. (<https://www.cdc.gov/>)

Transmission of COVID-19

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arm lengths).

Positive COVID-19 Case

Public health departments have used contact tracing for decades to identify a person with a communicable illness, isolate that person, and quarantine others with high-risk exposure to the infected person to prevent disease spread. This technique has been used with the measles, chicken pox, mumps, and multiple other illnesses seen in schools.

- ❖ If the WUSD becomes aware that an individual who has spent time in a WUSD facility tests positive for COVID-19, the WUSD officials must immediately notify local health officials from the Watertown Health Department of a confirmed case while maintaining confidentiality.
- ❖ If exposure occurred at school, students and staff may or may not be able to continue coming to school based on exposure assessment. This exposure assessment will be completed by the Watertown Health Department.
- ❖ Contact tracing for all positive COVID-19 cases will be completed by the Watertown Health Department or appropriate health department.
- ❖ School officials will cooperate with the contact tracing investigation with attendance records of bus transportation, classroom cohorts, cafeteria seating, and other such contacts that will allow for quick identification of those at high risk of infection from the positive COVID-19 student and staff.
- ❖ A quarantine may be necessary for those identified through contact tracing
- ❖ Specific information regarding close contact tracing may be accessed by reaching out directly to the Watertown Health Department or other appropriate health department. The Watertown Health Department may be reached at 920-262-8090, and information regarding COVID may be found on their website:
https://www.ci.watertown.wi.us/departments/health_department/index.php

Face Coverings

Health Department may be reached The WUSD no longer requires face coverings for staff or for students. There will be two important exceptions to this practice:

- ❖ Due to federal mandates from the Center for Disease Control (CDC) and the Transportation Security Administration (TSA), face coverings will be required on school transportation/school buses.
- ❖ The WUSD will continue to follow all WIAA guidance and all host school expectations for both athletes and spectators. This may include face covering requirements.

Field Trips

4K-12 grade school field trips will need to be approved by site administration.



Large Group Indoor Gatherings

In-person trainings/gathering will be conducted with maximum physical distancing maintained.

Outdoor Teaching Spaces

Teachers are encouraged to use outdoor teaching spaces when safe to do so.

Entering and Exiting the Building

Sites may have specific entrances and exits assigned to students to minimize student groups gathering at entrance and exits and maintain optimal student traffic movement.

At each entrance a hand sanitizing station is located and students and staff will sanitize hands about entry into the building.

Restrooms

Enhanced sanitation efforts by the WUSD's custodial staff have been put into practice. This is evidenced by the products used, frequency of cleaning, and attention to detail of high touch surfaces.

COVID-19 Symptoms

If a student is experiencing COVID-19 symptoms, a note from a medical provider will be required for the student to return to school. A negative COVID-19 test will not be required unless requested by the medical provider for readmission.

COVID-19 symptoms are determined in part by if the individual is experiencing symptoms that are unusual – if a student has a chronic condition, for example allergies or migraine headaches, in an effort to be proactive, a note from a medical provider indicating this may help to ensure that the student's condition is not interpreted as COVID-19 symptoms. Please reach out to your care provider, the Watertown Health Department, the school's health assistant, or the WUSD Nurse for assistance with a child with a chronic condition.

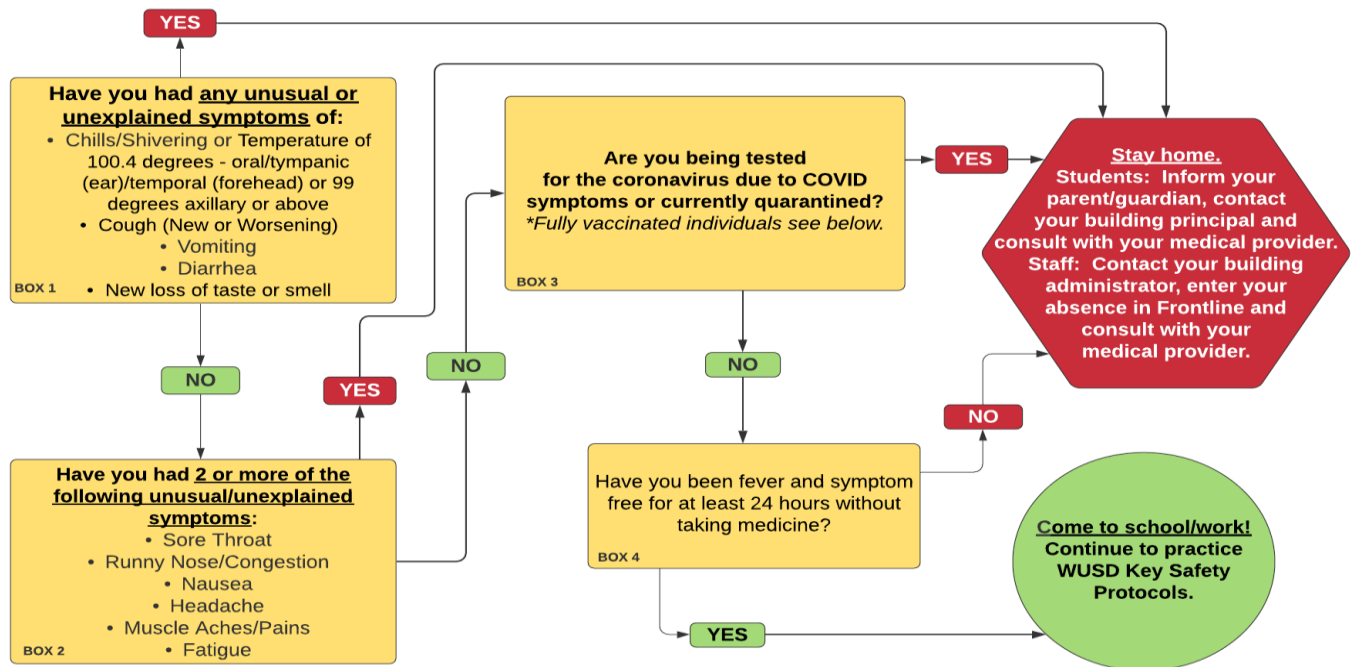
If a student fails the symptom checker at school, he/she will be sent home.



Symptom Checker

Can I Go To School/Work Today?

Do you have any of the following symptoms: Blueish lips/face, inability to wake or stay awake, new confusion, persistent pain or pressure in chest, shortness of breath or difficulty breathing? - If YES - call EMS/911.



Fully vaccinated individuals (defined as 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine) may refrain from quarantine following a known exposure as long as they are asymptomatic (not experiencing symptoms). Fully vaccinated individuals may report to school/work if exposed to anyone with symptoms in Box 1 or 2. Fully vaccinated individuals should still monitor for symptoms following an exposure, and if experiencing symptoms, stay home and consult with a medical provider

Health Assistants and Isolation Rooms

Each school will now have an assigned health assistant to assist with students exhibiting COVID-19 symptoms. In addition to the health room, each school will have at least one isolation room identified for students or staff exhibiting COVID-19 symptoms while at school to minimize any additional exposures at school.

Isolation Room Protocols

If a student/staff member is exhibiting symptoms of COVID-19, he/she should be escorted to an isolation room. Weather and time permitting, outdoors is the best place to escort the individual until he/she is able to leave the WUSD. If outside is not an option, the individual is to be escorted to an isolation room. Delegated staff will supervise the student/staff member during the time in the isolation room. He/she must wear all required PPE while supervising the individual in the isolation room to avoid exposure and to avoid being a close contact to the individual in isolation. Required PPE includes a KN95 mask (surgical mask if the fit test has not been passed), isolation gown, gloves and face shield.

The student/staff member should leave the building as soon as transportation can be arranged. After use, the isolation room must remain empty for 24 hours. After 24 hours, custodial staff should disinfect the space. Only after 24 hours and disinfection may the room be used again.



Response to Students and Staff with COVID-19 Symptoms

The WUSD Nurse or school health assistant needing to provide direct patient care will wear appropriate Personal Protective Equipment (PPE) including KN95 masks and perform hand hygiene after removing PPE. Equipment may include a face shield, face mask, gloves, and gown.

- ❖ Touchless thermometers are provided for each building and will be used to take temperature readings.
- ❖ Anyone exhibiting COVID-19 like symptoms will be expected to go home. Parents/guardians or emergency contacts for students will be contacted.
- ❖ Symptomatic individuals will remain under visual supervision by a staff member.
- ❖ Cleaning and disinfecting protocols will be followed after the symptomatic individual has left the health room.

Confidentiality

The WUSD recognizes that an individual's health status is personal and private. Therefore, the WUSD shall handle information regarding students and WUSD employees with suspected or confirmed communicable diseases in accordance with state and federal laws and Board policies governing the confidentiality of student and staff health records.

School Nutrition Program

The WUSD will continue to operate the National School Lunch Program, School Breakfast Program and/or Summer Food Service Program in accordance with federal program requirements and approved federal waivers as applicable based on current operations.

- ❖ Student meals during the virtual learning model, if needed, will follow food-safe best practices by utilizing prepackaged and shelf-stable food items whenever possible.
- ❖ Student meals during face-to-face instruction will be prepared fresh daily for students utilizing food-safe practices.
- ❖ Single-use gloves will be worn in accordance with the district's Standard Operating Procedure (SOP) for glove use.
- ❖ Cleaning of equipment and supplies will be in accordance with the WUSD's food safety plan, the State of Wisconsin Food Code and local health department requirements.
- ❖ Self-serve food stations such as salad bars and condiment bars will be discontinued.
- ❖ Condiments will be individually packaged.
- ❖ Single-use food service items such as utensils and containers will be used whenever possible.

Nutrition Staff

Staff has received training and agree to follow the WUSD's Standard Operating Procedures (SOPs) relevant to their assigned duties, with an emphasis on the procedures for handwashing, proper glove use, personal hygiene, serving food to students with food allergies, and cleaning and sanitizing food contact surfaces.

- ❖ Staff will frequently clean, sanitize and disinfect high-touch surfaces including kitchen countertops, cafeteria and service tables, door handles, carts and trays.
- ❖ Nutrition Services will suspend the use of keypads to limit common surface touches.
- ❖ Staff will practice proper hand washing.
- ❖ Nutrition Services staff will make every effort to maintain maximum physical distancing, but when distancing is not possible, cohort sizes will be minimized to minimize



individuals who may be exposed to a positive COVID-19 case

Breakfast Process

- ❖ Breakfasts will be a prepackaged grab & go meal.
- ❖ In some buildings the packages will be prepared for a grab and go process.
- ❖ In some buildings breakfast may be served in classrooms.

Lunch Process

- ❖ Lunches will be prepackaged grab & go meals for virtual learners, if needed, and a more traditional school lunch for face-to-face learners.
- ❖ Alternative spaces such as gymnasiums, classrooms, hallways, and outdoor spaces may be utilized to allow students to social distance. At the secondary we plan for all students to have lunch in the cafeterias. At the elementary students may have lunch in the cafeterias and/or in classroom spaces.
- ❖ Maximum distancing will be practiced while students are eating.
- ❖ Shared items such as trays, utensils, and other such items will be eliminated or reduced to the extent possible.

Classroom Supplies

Each classroom will be provided the following supplies: non-contact infrared thermometer (NCIT), one box of latex-free gloves, hand sanitizer, disinfecting wipes/disinfectant spray and paper towels, partition panel, face coverings, face shield (if needed), and tissues. These items will be kept stocked throughout the school year.

Hand Hygiene Practice

Employees and students should wash their hands with soap and water for at least 20 seconds as frequently as possible. When soap and water is not available employees and students should use hand sanitizer. Employees and students are encouraged to wash their hands:

- ❖ **Before:**
 - Having contact with another person
 - Putting on gloves
 - Using equipment shared by others
 - Handling food that others may consume or share
 - Administering medications
 - At the start of each workday or shift
 - Between classes
 - When starting new tasks
 - Using the restroom
 - Before a break
- ❖ **After:**
 - Having contact with another person
 - Having contact with bodily fluids
 - Having contact with equipment shared by others
 - Taking off gloves
 - Using the restroom



- Coughing or sneezing
- Administering medications
- After a break
- After eating
- The end of the workday or shift
- ❖ If:
 - Hands are soiled or visibly dirty

Hand Washing Procedure

- ❖ Wet hands with water
- ❖ Apply soap
- ❖ Rub hands together for at least 20 seconds, covering all surfaces, focusing on fingertips and fingernails
- ❖ Rinse under running water and dry with a disposable towel
- ❖ Use the towel to turn off the faucet

Hand Rub (Hand Gel) Procedure

- ❖ Apply to palm the amount gel specific to the product
- ❖ Rub hands together, covering all parts of the hand, especially fingertips and fingernails
- ❖ Use enough rub to require at least 15 seconds to air dry
- ❖ Employees are responsible for replenishing or letting the person in charge know when hand-washing supplies or hand sanitizer are low.

Cough and Sneeze Etiquette

- ❖ The WUSD will provide tissues for District employees and students. To help stop the spread of germs, employees and students should:
- ❖ Cover mouth and nose with a tissue when coughing or sneezing;
- ❖ Throw used tissues in the trash;
- ❖ Cough or sneeze into elbow, not hand, if a tissue is not available for use; and
- ❖ Wash hands after coughing or sneezing.

Hand Sanitizer

- ❖ District to supply hand sanitizer to all desk/office spaces
- ❖ Each classroom
- ❖ Cafeteria
- ❖ High traffic areas

Cleaning and Disinfecting

Daily cleaning and disinfection of classrooms, gymnasiums, restrooms, locker rooms, cafeteria seating, and other facilities is critical to preventing the spread of all illnesses, including COVID-19, and seasonal influenza. The WUSD custodial staff will pay special attention to high touch areas, such as doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc. The Supervisor of Buildings and Grounds will train all staff on cleaning protocols that include cleaning first then disinfecting. Adhering to time on contact requirements in accordance with the EPA approved disinfectants list will be used. If surfaces are dirty, they



should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Chemical Cleaning Product Used

The WUSD uses the EPA approved disinfectant called TB-CIDE QUAT. This product features ready to use spray that meets OSHA Bloodborne Pathogens Standard for HIV, HBV, and HCV. It is proven effective against Norovirus, Canine Parvovirus, and Mycobacterium Tuberculosis. It is fungicidal effective against Athlete's Foot Fungus. It is of benefit because it effectively treats the SARS-COV2 viral pathogen.

Custodial Staff & PPE

Custodial staff shall wear disposable gloves for all tasks in the cleaning process including handling trash.

Visitors and Activities

Visitor Policy

While it is the practice of the WUSD to encourage visitors into our school buildings, we have implemented precautions to our visitor policy to help ensure the health and safety of our students and staff.

- ❖ We encourage parents and other essential visitors, but appointments must be made whenever possible and visitor policies must be followed
- ❖ Non-essential visitors and visits will be limited and are at the discretion of site administration
- ❖ Signage is posted at the entrance of each building indicating our visitor protocols
- ❖ Upon arrival for an appointment, visitors will sanitize hands at the hand sanitizing stations.
- ❖ Visitors should ring the doorbell, call the office or approach the window (based on the site for the visit).
- ❖ Visitors will be greeted, a symptom checker and temperature check will be performed for each visitor.
- ❖ In case of an emergency visitors will be allowed even without an appointment.

Ready, Set, Go! Conferences

Again this year at the elementary level we will have Ready, Set, Go! conferences to start the school year. These days will provide a one-on-one 45-minute conference time, where parents/guardians and students will be able to meet classroom teachers, learn classroom routines and expectations, bring in school supplies, discuss individual strengths and areas for growth, connect with parent communication tools, take school tours, and more. This year Ready, Set, Go! Conferences will be held from September, 1st-3rd, 2021.

Volunteers/Student Mentors

The WUSD has traditionally welcomed volunteers to assist us in our schools and classrooms. This year we will also welcome volunteers. All volunteers in the WUSD will need to follow the WUSD visitor protocols and will need to follow the WUSD key safety protocols.



Outside Groups/Facility Use

Outside groups requesting facility use will need approval of the site administrator, Supervisor of Building and Grounds and Superintendent in order to utilize a facility until further notice.

Approvals will only be on a case-by-case basis and only if the use can be done without compromising the safety of students and staff and if all appropriate disinfecting protocols will be followed and all WUSD key safety protocols will be utilized.

Safety Plan Adopted: July 26, 2021**Board Approved Revisions:****Additional Revision List:**

August 19, 2021 – Transportation & Face Coverings

