



Winfield City Schools'  
Plan to Reopening  
Schools in August 2020



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### ***Winfield City Schools' Path to Reopening***

*"The secret of change is to focus all your energy not on fighting the old, but on building the new." – Socrates.*

Winfield City Schools, based on guidance from the Alabama Department of Education and the Alabama Department of Public Health, has developed the following plan to reopen schools in the August of 2020. Winfield City Schools' Path to Recovery for K-12 schools provides a tiered approach with are clear, actionable steps that are advisable before students and employees return to school, along with directions that are applicable throughout the 2020-21 school year.

This recovery plan includes guidance from local and state health officials and is closely aligned with the guidelines released from state and national leaders. It is designed to help school prioritize the health and safety of our students and staff as school buildings are reopened in August.

Winfield City Schools' Path to Recovery focuses on the health and physical requirements necessary for reopening our buildings to our students. We will continue to provide guidance and recommendations to schools on navigating the academic, social and emotional effects of Covid-19 pandemic on our students and staff.

**There are 5 Guiding Principles, based on guidance from the ALSDE, which we will use to make all planning, decisions, and execution of plans to return to school in the 2020-21 school year.**

1. We will be transparent. We will share what we know and what we do not know and be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center all decisions on what is best for students, families, and educators.
3. We will listen to all stakeholders.
4. We will put safety first. We will leverage science, data, and public health leadership to inform the choices that we make.

5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We may need to adapt and if so, we will adapt quickly.

Student success is contingent on communication and execution of the plan.

1. We will communicate and over communicate. Check our [website](#) for frequent updates. Download our App below. Follow us on [Twitter](#), [Instagram](#), or [Facebook](#).
2. Parents must be honest for forthright in communicating with the schools ( i.e. Covid symptoms, positive test results)
3. WCS will establish processes that will prioritize safety.
4. Parents will adhere to the processes (i.e. checkouts, deliveries, etc.)
5. Before implementation of any processes, all parties should acknowledge that matters are different and there are very few processes, if any, that are the same as last year (i.e. restrooms, check-outs, meals, break, guests)

For additional guidance on addressing community spread, see the [CDC's Consideration for Schools](#).

For the latest information, all parents should download the Winfield City Schools' App using the appropriate link: [Apple Device](#) or [Android Device](#)

### **Disclaimer**

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## General Guidance

### School System Status

<b>Tier I</b>	<b>Tier II</b>	<b>Tier III</b>
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- Tier I – Cases are rare to moderate and contact tracing can be used to control the virus.
- Tier II – Several cases exist, including a community spread, with undetected cases likely.
- Tier III – Widespread outbreak is growing with many undetected cases.
- **These tiers will be determined by the positivity percentages in our county determined by the ADPH and our local health officials.**
- **Data received from the ADPH and local hospital will be used to determine the changes in Tier-status.**

### WCS' Persons with Covid-19

- Any WCS' employees or students who have had contact with a person diagnosed with Covid-19 should immediately notify the Office of the Superintendent.
- Tracing on Winfield Board of Education properties will be conducted by ADPH staff.
- Students who are ill at school will be placed in a designated area of quarantine with a facial covering in place. Nurses will wear N95 masks when caring for these students. A parent will be called to immediately transport the student to their physician or home.
  - Students sent home from school should be kept home until they have completely recovered according to ADPH guidelines.
- All employees and students who are diagnosed with Covid-19 must test negative OR be quarantined for 14 days AND be fever free for 3 days before returning to school.

### **Close Contact (6/15 Rule)**

Close contact is defined as contact within six feet of the diagnosed individual for a total time of more than 15 minutes. After the two-week period, asymptomatic persons may be allowed to return to school activities.

### **Covid in the Household**

If students and employees live in a household in which someone has been diagnosed with Covid-19, this person should be quarantined for 14 days and be asymptomatic for 3 days OR receive a negative test before returning to school.

Application applies if any person has been within 6 feet of an infected person for 15 minutes or more.

### **Notification of Infection**

- Upon determining an employee or student tested positive, all persons within the class will be notified.
- No personal information of the infected person will be released. ([HIPAA](#) rules apply.)

### **Home Screening**

Home is the first point in the screening continuum. WCS will educate and support families on identifying the symptoms that indicate students and staff must stay at home. Families should self-report symptoms of illness, which could include fever, new onset cough, fatigue, runny nose, etc.) Please contact your school nurse if symptoms are identified at home.

Elementary – Mandi Ballard 205-487-4255 [Email](#)

Middle School – Holly Gruwell 205-487-6901 [Email](#)

High School – Kristy Ayers 205-487-6900 [Email](#)

### **Temperature Checks**

All persons entering WCBOE properties may have their temperatures checked daily. No person with a temperature of greater than 99.5 °F will remain on school property. We have purchased no-contact infrared thermometers for each extra-curricular activity, each school office, each nurse and each grade level K-8 to use as needed. All hallways in the high school will also have a thermometer available to check temperatures when needed.

## **Guests**

Winfield City School always welcomes guest, but we will limit visitors based upon our 3 tiered status.

- Tier I
  - Guests will follow board policy and proceed as normal
- Tier II and Tier III
  - Guest may not be allowed on campus. All conferences and required meeting may be conducted virtually.

## **Targeted Closure**

This will occur in the event of a positive test among staff or a student, the classroom or area exposed will be closed until deep cleaning and disinfection can be performed. Area should remain unoccupied for a 24 hour period.

## **Face Coverings**

Recommendations regarding face coverings differ based on the level of community spread. Information should be provided to staff, students and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. ([CDC Face Coverings](#)).

It is recommended that parent purchase their child a face covering in case we have to change our current recommended face covering status to mandatory face covering for all staff and students.

During a Tier III status, all teachers and paraprofessional will wear face shields and or other face coverings and all students will be required to wear masks until they reach their classrooms.

## **Hand Sanitizer**

Hand sanitizer should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer ([CDC Hand Hygiene](#)).

- Hand sanitizing stations have been purchased for each school entrance
- Hand sanitizer will be provided in each classroom, bathroom, and lunchroom for students to use when necessary.

## **Clean and Disinfect**

Ensure safe and correct application of disinfectants and keep out of reach of children ([Disinfecting Facilities](#)).

- Two Clorox 360 machines have be purchased for our system
- Two Surface Sanitizing Misting Machines have been purchased
- 15 handheld sanitizing sprayers have been purchased
- Antimicrobial No Rinse Spray has been purchased that has been confirmed by laboratory tests to kill Covid-19.

Winfield City Schools will:

- Provide school-level guidance for [cleaning and disinfecting](#) all core assets, including buildings.
- Have custodial and staff review and make actionable guidance regarding cleaning and disinfection.
- Maintain facilities for normal school operations.
- Clean frequently touched surfaces including doors, benches, bathrooms, etc. with either an [EPA-approved disinfectant](#) or diluted bleach solution (1/3 cup of bleach in one gallon of water) at least twice daily.
- Change air filters regularly.
- Place signage regarding [frequent handwashing, cough etiquette, and nose blowing](#).
- Inventory necessary materials and supply chains for cleaning and disinfection supplies.
- Keep restrooms and handwashing stations supplied with soap and hand sanitizer.
- Develop procedures to minimize times and areas where large groups typically congregate or transition during the school day.

## **Water Fountains**

- Water fountains will be turned off until further notice.
- It is recommended that parents purchase each child a personal water bottle. The water bottle should be filled daily from home and maintained on the child's proximity during the school day. There will be no sharing of water bottles.

### **Restroom Use**

- Students should use the assigned restroom nearest their classroom. In order to socially track students, it is advised that students only use their assigned restroom.
- Grades 7-12, restrooms will be closed during class change. Individual classes will be given time frames for usage and will allow students in need to use restroom during those times.

### **Quarantine Room**

- Schools will create a quarantine room for symptomatic students.
- This will be located in close proximity to the nurse's office.
- Flooring has been changed in nurses' offices and quarantine rooms to allow for easier disinfection.

### **Large Gathering and Assemblies**

- Tier I
  - All events will take place as normal, with proper social distancing.
- Tier II
  - Events and attendance may be limited.
- Tier III
  - Events and attendance may be limited or cancelled.

### **Signage**

- Picture signs indicating the following will be strategically placed in WCBOE buildings.
  - Hand Washing
  - One-way signs
  - Social distancing techniques
  - Entry, exit signs
  - Feeling ill – Covid-19 signs



**Instructional Coaches**

- Tier I
  - Proceed as normal
- Tier II or III
  - Instructional coaches may be reassigned to core areas.
    - Typical duties may be re-implemented later in the school year.

**Library Media Specialist**

- Tier I
  - Proceed as normal
- Tier II or III
  - Library media specialist may be reassigned to core areas.
    - Typical duties may be re-implemented later in the school year.
  - Libraries may become instructional space.
  - Check out of books will be suspended. Students will use virtual platforms available on our school website for reading material.

**Remote Learning Preparation**

- Student Email
  - All students in grade K-12 will be assigned an email address with the domain of [firstandlastname@winfield.k12.al.us](mailto:firstandlastname@winfield.k12.al.us)
  - Teacher-student communication should be strictly be email, unless another method is approved by administration.
- Winfield City Schools is a 1:1 school system, meaning every child has access to a personal electronic device.
  - Those devices may be checked out and taken home if the child needs access to an electronic device at home. Parents may be responsible for damages that occur while device is in your child's possession.
  - Students are not permitted to use another student's device.
- If all students return home for education purposes:
  - Live video instruction will be required for the delivery of English language arts and math instruction.
  - Live video instruction is preferred for all other subjects, though prerecorded lessons are acceptable.
  - [Google Meet](#) will be the preferred platform for videoconferencing, but other platforms may be approved by administration.
    - Web cameras are being purchased for every certified employee.

## **Parent Professional Learning**

Winfield City Schools will provide parents with the following resources:

- Directions on how to submit assignments, whether via email, text, or Haiku
- Explanation of “what is expected” as far as platforms and avenues of communication.
- For elementary students, professional learning will include accessing and interacting with digital textbooks.
- Monthly informative videos (School created – relevant to the grade level)
  - i.e. How to conduct Read Aloud with your child.
    - May be live or pre-recorded.
  - Monthly is a minimum requirement.

## **Physical Education**

- Tier II
  - Students will participate in non-contact, social distanced physical activities. Students will not dress out. There will be no free-play. Playground equipment will not be used.
- Tier III
  - Student may not participate in physical activity. P. E. teachers may be reassigned to provide other services as required by the principal.

## **Open House**

- Schools may develop a modified schedule for Open House for students new to the school (i.e. Pirate Pre-K, WES Pre-K, WES Kindergarten, WMS 5<sup>th</sup> grade, WCHS 9<sup>th</sup> grade or any new student not enrolled in WCS last year).
  - Only parents and the enrolled student may attend.
    - It is recommended that no more than 2 parents and 1 student attend and no more than 10 students be scheduled during a given time.
  - Social distancing will be observed.
  - Spaces utilized will be sanitized between group meetings.
- All other Open Houses will be virtual

## **First Days of School**

- Students will return to school either August 13 or August 14, depending on a schedule to be determined by your school. Those schedules will be released by July 22.

- If your child was previously a bus rider and will be delivered to school by a different method this year, please contact your child's school and let them know.
- **Parents may not enter the building.**
- Students who opt for virtual instruction will begin school on August 14 and will attend daily thereafter.

## **Daily Activities**

### **Instructional Delivery**

The ALSDE has worked closely with the Alabama Department of Public Health to determine guidelines, percentages, and thresholds for traditional and virtual teaching and delivery frameworks. WCS defines the aforementioned as follows:

- Traditional
  - In-person instruction
  - Daily physical attendance at school required.
- Virtual (Remote) Instruction
  - Instruction will be delivered virtually
  - Some physical attendance may be required (i.e. testing, etc.).
  - Regardless of status (Tier I-III), students may select to participate in remote instruction for **nine weeks** at a time.
  - Instruction times will follow the student's school schedule, and student must be logged in at class time to be counted present.
  - The curriculum will be the same rigorous instruction that is given to the traditional class.
  - Timelines will be strictly adhered to.
  - Internet connection will be necessary.

### **In-person Instruction**

All students will be assigned a specific desk. Students must sit in their assigned seats.

For the 2020-2021 school year, the following grade spans will participate in the following schedule types.

- Grades 9-12 will be on a normal schedule with intermittent class dismissal times to decrease the amount of traffic in halls. All students will remain in their classes when the bell rings until they are dismissed.
- Grades 4-8 are departmentalized. Core teachers will rotate classes. Students will only transition to elective classes.
- Grades PK-3 are self-contained. Students will transition to P.E. and other electives as deemed necessary.

- Social distancing will be observed at all times in the halls, lunchroom, break, and when transitioning to classes.

### **Virtual Instruction**

- Grades 9-12
  - Students may receive instruction via [ACCESS](#).
  - Students may be able to participate in some core learning platforms and for some certain career and technical electives. It is very doubtful that all electives that are available via in-person can be afforded to students who opt out of in-person instruction.
  - Students with an IEP may utilize various means of instructional delivery.
- Grades K-8
  - Students may participate in a Winfield City School teacher-facilitated virtual learning platform such as Google Meet, [SchoolsPLP](#), or other approved platform.
  - Students with an IEP may utilize various means of instructional delivery.
  - Students choosing remote instruction will maintain the same pace, rigor, and grading policies as those who are meeting in-person.
  - Students choosing remote instruction will remain remote for **nine weeks** at a time

### **Formative and State Required Assessment**

All Students will participate in all formative assessments (i.e. Virtual K-3 students will participate in fall literacy assessment as required by State law) Students will be required to come on-campus for these assessments, but may be isolated from other students during this assessment.

### **Transportation**

- Bus drivers will be required to wear face coverings while on their bus routes.
- School busing operations will proceed normally unless otherwise indicated.
- It is strongly recommended that student who ride a bus wear face coverings.
- Upon entering the bus, students will apply hand sanitizer.
- Visible signage to communicate Covid-19 symptoms and students who should not be riding the bus will be displayed.
- Students should face forward and not lean across seats.
- Eating on the bus is prohibited by state and federal regulations. Because of this pandemic, this rule will be more strictly enforced.

- All students will have an assigned seat. Consideration to students in the same household will be given priority.
- Students participating in extra- and co-curricular activities will have an assigned seat. Consideration will be given to households and specialized groups who have worked in close proximity for a period of time (i.e. positions, groups, sections).
- Bus drivers will spray common touch points inside the bus with a disinfectant prior to the start of a route, between runs, and immediately following the completion of a run. Hand-held mist sprayers have been purchased to assist with this process.
  - This task will be performed for the morning and afternoon routes and will include the transportation of students for extra- and co-curricular activities.
  - Areas of attention are:
    - Seats
    - Isle and floor between seats
    - Handrails
    - Front leading edge of entrance doors
    - Driver controls

### **Arrival Procedures**

- Arrival can be no earlier than 30 minutes prior to the start of class.
- Students will report to their assigned area when they arrive.
- Students should sanitize their hands after they enter the building. Sanitizing stations will be placed at student entrances and pump bottles will be inside their classroom.
- **Parents should notify the school if their child is allergic to any form or common ingredients of hand sanitizer.**

### **Meals**

Winfield City Schools' meal plan can be found by following the [link](#).

- Parents may not bring food to the school for any child.
- All food items and beverages should be sent with the student in the morning.
- Snacks and food items are limited to your child. No items may be brought from home for a class or group of students.
- All meal payments can be made by going to [www.paypams.com](http://www.paypams.com)

## **Transition Procedures (Movement)**

- Tier II or III
  - All students will transition to classes in one direction
    - Social distancing will be enforced.
    - Students will walk along the walls without touching the wall.
  - All lunches may be delivered to the classrooms.
  - There will be scheduled restroom breaks. Teachers will monitor a few students at a time, thus managing restroom activity.
  - Exploratory classes may be cancelled.
    - These instructors (art, music, library, guidance, etc.) may travel to each classroom.
  - P.E. classes will be divided by the coaches.
    - Each coach will take one class to a different location on campus
  - Tier 3 intervention, special education, speech, and EL Students
    - Teachers may pick up students from classroom and have a small group in a designated location. Social distancing rules will apply.
    - After each group, the teacher will disinfect the area before getting the next group of students.
  - Teachers will encourage hand washing often.
  - Teachers will disinfect classroom at the end of each day.
    - Teachers will be given a supply of disinfectants, sprayer, hand towels and wipes.

## **Dismissal Procedures**

- Each school will determine dismissal procedures and notify parents before school begins.
- All will strictly adhere to the guidance.

## **Field Trips**

Winfield City Schools understand the educational and cultural values of field trips. Each field trip request may be approved or denied based on a variety of factors. Virtual field trips should always be considered. Covid-19 hotspots will be avoided.

- Field trips may be approved per consideration of destination, number of students attending, and availability of buses/drivers. Hot spots will be avoided.
- Tier II or III – All field trips may be cancelled.

## **Co- and Extracurricular Activities**

- WCS will adhere to guidance as disseminated by governing and national entities (i.e. Alabama High School Athletic Association, etc.).
- All tickets for home sporting events may be purchased on-line at [GoFan.co](https://www.gofan.com). These tickets will be digital and will not require the handling of cash.
- When traveling to away locations, WCS will adhere to municipal and state directives for that community. (i.e. Winfield is playing in Tuscaloosa and Tuscaloosa requires everyone in public to wear a mask; WCS students and personnel will wear a mask while in attendance).
- Consideration will be given to the practicability of various organizations participating in traditional “away” events.

### **Concessions**

All concession stands will adhere to the Alabama Department of Public Health guidance (i.e. local city/restaurant rules apply).

### **After School Activities**

Tier I – All after school activities will follow social distancing guidelines and sanitize areas before and after use.

Tier II and III – After school programs may close pending severity.

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*This plan is not extensive and does not cover every scenario that may take place. This year will be a year like no other that we have ever faced. We ask for your patience and understanding as we make it through this year together. We will do our best to provide a clean, safe environment for your child. There will be challenges that we will face, but we will always have the students’ and staffs’ best interest in mind as we make decisions. We are excited as we plan to see our students on August 13 or August 14.*