

**SCHOOL CITY OF WHITING
RETURN TO LEARN
COVID-19 RE-ENTRY PLAN
2020-2021 SCHOOL YEAR
PARENT GUIDEBOOK**



The School City of Whiting Return to Learn COVID-19 Re-Entry Plan is guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, and Local Board of Health. The School City of Whiting plan addresses the needs of our students, staff, and community as we work to reopen our schools during COVID-19. The district is working with the guidelines from these medical experts in order to do everything possible to protect our students and staff from COVID-19. It is our goal to provide the safest learning and working environment we can to protect all members of our School City of Whiting community.

It will take cooperation from every staff member, student, and parent to make the plan successful. Staff will need to be diligent in following procedures and protocols during the school day. Parents will need to be diligent in following the guidelines for only sending healthy students to school. Support of the procedures and protocols in the plan and consistent enforcement are key to keeping our school and students safe. Everyone will need to practice good hygiene measures, social distance as much as possible, and wear a mask during all indicated times. It is up to us to keep our school community healthy.

Re-Entry Plan Goals

- **Provide a learning environment with enhanced safety measures in place to keep the health of all students, staff, and community members our first priority**
- **Provide in person instruction as well as support and intervention services to all SCW students that meet their educational, physical, social, and emotional needs**
- **Work together with our families to reduce the spread of COVID-19 within the School City of Whiting community by following CDC, Indiana State Department of Health, and Lake County Board of Health guidelines**
- **Implement daily health and safety protocols and procedures in all departments district wide**
- **Provide instruction through remote/e-learning format for students who may be quarantined or too ill to attend school**
- **Maintain clear, consistent, and timely communication with our parents and families**
- **Maintain approaches that are adaptable and flexible throughout the school year in response to changes with COVID-19 spread in our community**
- **Work closely with the Lake County Board of Health to plan for contingencies if we experience a school closure**

PARENT RESPONSIBILITIES

As a School City of Whiting parent I will:

- **monitor and screen my child each morning for symptoms of COVID-19 prior to the sending he/she to school:**
 - **A fever of 100.4° F or greater**
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **Chills**
 - **Repeated shaking with chills**
 - **Muscle pain**
 - **Headache**
 - **Sore throat**
 - **New loss of taste or smell**
 - **Diarrhea**
 - **Nausea**
 - **Nasal congestion**
- **keep my child at home when he/she is ill**
- **communicate the presence of COVID-19 symptoms in my child or any known exposure to a COVID-19 person to the school administration and nursing staff as soon as I am aware**
- **seek medical attention for my child if he/she is exhibiting symptoms of COVID-19 and inform the school nursing staff of test results if tested for COVID-19**
- **reinforce and practice proper personal health and safety measures with my child that includes proper handwashing, use of hand sanitizer, following mask guidelines, and social distancing from others**
- **make sure that my child comes to school each day with a clean face mask**
- **support and follow all school safety protocols and procedures in place**
- **keep personal contact and emergency contact information up to date in my child's records**
- **make sure my child has all required immunizations for in person school attendance**
- **make sure my child practices social distancing at all the bus stop**
- **follow visitor restrictions and phone the office to make an appointment before coming to school**
- **follow safety procedures and practice social distancing when dropping off or picking up my child from school**

INSTRUCTIONAL CHANGES

The opening of schools are guided by information from the Centers for Disease Control and Prevention (CDC), the Indiana State Department of Health, and the Local Board of Health.

The School City of Whiting will accommodate students and families who cannot return to school in person for **health reasons related to COVID-19**.

- Students who are unable to attend school due to health reasons or other COVID related reasons such as a quarantine due to known exposure or exhibiting symptoms will be accommodated with remote learning and/or homebound instruction. Teachers will be responsible for remote instruction of rostered students in these situations.
- Contingency Instructional hybrid schedules will be created in the event it becomes necessary to move to a modified school day such as alternating days or ½ day schedules.

Low to No COVID-19 Spread Occurring
REGULAR SCHOOL SCHEDULE- Plan A (Facility is Open)
E-LEARNING INSTRUCTIONAL OPTION-Plan B
Attendance On Campus 5 days/week following normal school hours

Plan A: Monday-Friday attendance following the regular school schedule:

- Teachers will provide instruction on a regular school day schedule.
- Classrooms will be arranged with all seats/desks facing the front of the room with as much distance between seats as possible.
- Teachers' desks will be in the front of the room facing students. Teachers should maintain social distancing during whole class instruction.
- Masks are required when entering school and walking hallways, when in bathrooms, when interacting face to face with another person, and when congregating in any common areas.
- Masks are required for students while talking or moving in the classroom. Students should avoid unnecessary face to face interaction with others.
- Students may remove masks during class when all students are facing the same direction, socially distanced as much as possible, and not talking.

Plan B: E-Learning Instructional Option is available for:

- Students who are documented as medically fragile by a physician and/or are high risk according to the CDC guidelines
- Students who are unable to attend school due to COVID-19 related reasons such as a quarantine due to a known exposure, exclusion due to exhibiting COVID-19 symptoms, or testing positive for COVID-19
- Students who do not feel safe or comfortable returning to in person instruction in the buildings.
- E-learning will take place Monday through Friday during the regular school hours
- E-learning instruction will be provided by SCW teachers during the regular school day
- Technology tools will be used during in person live lessons to simultaneously permit e-learning

students the ability to participate in the same instruction and content as students in class during the normal school day

- All SCW attendance and grading policies apply to the e-learning program

**Minimal to Moderate COVID-19 Spread Occurring
REGULAR SCHOOL SCHEDULE- Plan A/Hybrid Plan
E-LEARNING INSTRUCTIONAL OPTION-Plan B
(Facility is Open with Additional Precautions)**

Plan A: Follow the regular school schedule (in green) except where indicated below.

- COVID-19 Symptomatic and Positive Cases are moved to e-Learning.
- Siblings of positive cases considered for quarantine and e-learning.
- If a particular school is deemed by the local board of health to need closing due to exposure concerns, E-Learning would be used.
- Masks are required as directed by the local board of health.
- School buildings are open following the CDC guidelines with many additional cleaning, safety, and protective measures in place.
- Hybrid Schedule will be facilitated as needed and directed by the Local Board of Health

Plan B: E-Learning Instructional Option is available for:

- Students who are documented as medically fragile by a physician and/or are high risk according to the CDC guidelines
- Students who are unable to attend school due to COVID-19 related reasons such as a quarantine due to a known exposure, exclusion due to exhibiting COVID-19 symptoms, or testing positive for COVID-19
- Students who do not feel safe or comfortable returning to in person instruction in the buildings.
- E-learning will take place Monday through Friday during the regular school hours
- E-learning instruction will be provided by SCW teachers during the regular school day
- Technology tools will be used during in person live lessons to simultaneously permit e-learning students the ability to participate in the same instruction and content as students in class during the normal school day
- All SCW attendance and grading policies apply to the e-learning program

Substantial COVID-19 Spread Occuring

- **SCHOOL BUILDINGS ARE CLOSED TO STUDENTS**
- All instruction will be delivered through e-learning as outlined in the SCW Continuous Learning Plan.
- E-learning format and expectations will follow the E-learning Instructional Option Guidelines

- Follow the directions of the authorities and board of health
- Practice hygiene safety at home and in the community

GENERAL SAFETY MEASURES AND PROCEDURES

- All desks will face the same direction with students facing the same direction whenever possible in each classroom
- Social distancing will be implemented to the greatest extent possible in all classrooms
- Large common areas such as gymnasiums and auditorium will be utilized as instructional space as needed
- The use of shared supplies and materials will be minimized or eliminated when possible
- Water fountains will be turned off and students are encouraged to bring a water bottle from home
- Hand sanitizer will be provided throughout the buildings
- Assemblies, performances, large group events, and field trips will be suspended
- Students will not be allowed to congregate in parking lots and common areas without masks and social distancing
- Staggered schedules will be created for group gatherings such as meals and recess
- An isolation room to separate ill students from regular students in the nurse's office for routine visits will be in place in each building
- Enhanced cleaning and disinfecting of restrooms, classrooms, and frequent touch surfaces will take place during the school day
- New social distancing procedures will be in place, with one-way traffic through the buildings where possible
- Spaced lines will be marked to enter the building and designate entrance and exit flow paths
- Appropriate signage for social distancing, hygiene procedures, and masks will be posted throughout the corporation buildings
- Visitors to the buildings are only upon appointment. If something needs to be dropped off, it will be left at the main entrance where office staff will retrieve it
- All scheduled visitors will be screened in the main office and will be requested to wear a face mask and use hand sanitizer
- Technology such as zoom or google meet will be utilized for meetings when appropriate
- Necessary group gatherings will abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order. Social distancing as well as masks will be required
- Athletics, extra-curricular activities and clubs will be reviewed on an individual basis. Decisions to continue or temporarily suspend activity for the 2020-2021 school year will be determined by ability to provide a safe environment for staff and students adhering to CDC guidelines.
- All extra-curricular activities and clubs will be required to follow CDC guidelines and SCW safety procedures and protocols in place for the academic day

MASK GUIDELINES

It is critical to emphasize that maintaining as much social distancing as possible remains important to slowing the spread of the virus. The CDC is advising the use of masks/cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Mask wearing is dependent on COVID-19 spread levels

Low to No COVID-19 Spread Occurring - Mask Rules are applied as follows:

- **MASKS ARE NOT REQUIRED TO BE WORN ALL DAY WHEN COVID-19 SPREAD IS LOW (GREEN ZONE) AND SOCIAL DISTANCING IS POSSIBLE.**
- **STAFF AND STUDENTS ARE REQUIRED TO HAVE A MASK WITH THEM AT ALL TIMES.**
- The SCW will provide each student with (2) reusable cloth masks for school use.
- All students are expected to bring their masks to school for everyday use. Students who forget their mask will be supplied with a disposable mask for the day.
- Masks are **REQUIRED** for students and staff:
 - when entering the school and walking hallways
 - when in the restrooms
 - when moving in the classroom
 - at bus stops and while traveling on the bus
 - in the cafeteria when not eating
 - when face to face interaction occurs without social distancing
 - when congregating in large groups
- **Students may remove masks during class when all students are seated at desks facing the same direction, not talking, and spread out as much as possible.**
- Masks are not required when social distancing as much as possible.
- Staff and students who wish to wear masks at all times, may wear masks.
- Teachers and staff will wear masks when they cannot social distance or when in close, face to face interaction with student(s).
- Students may receive instruction from a teacher or staff member using a face shield when the instruction requires visibility of the teacher's mouth. The staff member will maintain a six foot distance from the student during this instruction.

Minimal to Moderate COVID-19 Spread Occurring-Mask Rules are applied as follows:

- **MASKS ARE REQUIRED TO BE WORN THROUGHOUT THE SCHOOL DAY BY STUDENTS AND STAFF AS DIRECTED BY THE LOCAL BOARD OF HEALTH**
- **STUDENTS AND STAFF ARE REQUIRED TO HAVE A MASK WITH THEM AT ALL TIMES**
- Students may receive instruction from a teacher or staff member using a face shield when the instruction requires visibility of the teacher's mouth. The staff member will maintain a six foot distance from the student during this instruction
- Use of a hybrid schedule for the school day such as A/B schedule or ½ days will be considered based on guidance

received from the local board of health. Masks will be required during a hybrid schedule as indicated by the local board of health.

Substantial COVID-19 Spread Occuring

- **SCHOOL BUILDINGS ARE CLOSED TO STUDENTS**
- All instruction will be delivered through e-learning as outlined in the SCW Continuous Learning Plan.
- Follow the directions of the authorities and board of health
- Practice hygiene safety at home and in the community

EXCLUSION FROM SCHOOL AND RETURN TO SCHOOL GUIDELINES

ALL STAFF AND STUDENTS SENT HOME WITH ONE OR MORE COVID-19 SYMPTOMS ARE STRONGLY ENCOURAGED TO SEE THEIR PHYSICIAN PRIOR TO RETURN TO SCHOOL AND WORK TO DETERMINE IF COVID-19 TESTING IS NEEDED

SYMPTOMATIC BUT NOT TESTED:

Return to school after having one or more symptoms with no alternative explanation (as determined by a physician) and **NO COVID-19 test**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience one or more symptoms without an alternative explanation may return if the following **three** conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

SYMPTOMATIC-TESTED NEGATIVE:

Return to school after having one symptom **and testing negative for COVID-19:**

- If there is an alternate explanation for the symptoms (as documented by a physician) may return to school when the fever has been gone for 24 hours without the use of medicine that reduces fevers or upon feeling better and has a note from a physician to return to school/work.
- If no alternative explanation for symptoms or release from physician, may return if the following **three** conditions are met:
 - They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least 10 calendar days have passed since your symptoms first appeared.
 -

SYMPTOMATIC-TESTED POSITIVE

Return to school after testing POSITIVE for COVID-19 with symptoms:

Persons who experienced symptoms and have tested positive for COVID-19 may return to school if all of the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; and
- Has been released by a physician

ASYMPTOMATIC-TESTED POSITIVE

Return to school after having no symptoms and testing for POSITIVE for COVID-19:

- Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

**If the individual develops symptoms then isolation time starts on day 1 of symptoms.*

HOUSEHOLD MEMBER - SYMPTOMATIC

If someone in your home has symptoms or is being tested for COVID-19:

- Students and employees should remain home for 72 hours if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Once test results are obtained consideration for return to school/work will be discussed.

HOUSEHOLD MEMBER - TESTED POSITIVE

If someone in your home has tested positive for COVID-19:

- If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should be quarantined for 14 days from the date of the positive test result. This could be longer if the quarantined individual becomes symptomatic. Return to school after documented infection with COVID-19 should be directed by the individual's health care provider and the guidelines above.

CONTACT TRACING:

The local health department will work to determine who has been in close proximity (less than 6 feet of social distancing for more than 15 minutes) to trace for exposure. SCW staff will maintain seating charts for classrooms, buses, athletics, and the cafeteria.

Parents will be notified of any potential COVID-19 exposures in the school environment. Quarantine of students will be directed by the Lake County Health department through their contact tracing.

CAFETERIA

- All food service personnel are required to wear masks and gloves
- Scheduled lunch times with alternate serving areas in the building will be developed for students to social distance as much as possible while eating
- Meals may be served in classrooms as needed or indicated by daily school schedule/health department
- Masks must be worn by students unless they are seated and eating
- Assigned social distanced seating for all students
- Allow student hand washing before and after meal service
- Provide hand sanitizer for students and staff
- No self-serve service lines are available
- Pre-packaged meals for each student instead of traditional serving lines may be utilized
- Disposable trays and utensils will be used
- No sharing of food between students
- Students go in small groups to dispose of trash in cans spread throughout the cafeteria
- All chairs and tables disinfected in between lunch periods
- Alternate meal service plan will be developed for a hybrid schedule as needed
- No contact Grab and Go meal service will be provided during any mandatory school closure

TRANSPORTATION

STAFF AND STUDENTS MUST WEAR MASKS ON ALL SCHOOL BUSES

- Drivers and aides will be assigned to the same bus and route
- Parents need to ensure that their children social distance while at bus stops
- Masks are required at bus stops and while traveling to and from on the bus.
- Students refusing to wear a mask will be refused transportation. Parents will be notified that another form of transportation to and from school will need to be made.
- All students will be assigned to one bus with assigned seating.
- Limit students to one route whenever possible.
- No field trips until further notice
- Athletics and extracurricular groups must abide by social distancing, seating charts, and mandatory masks on buses
- Cleaning is performed daily. Supplemental cleaning and disinfecting of frequently touched surfaces on the bus is performed between routes.
- Airing out buses when not in use.
- If COVID-19 positive person was transported, the bus/AV will be put out of service for 24 hours for deep cleaning.

TECHNOLOGY

- Students will be assigned an individual device for use during the school day.
- Devices will be picked up in first period classroom and returned to same room at end of the day
- Seating charts maintained in all computer labs and students will be assigned to one computer
- Social distancing should be maintained with seating charts as much as possible in computer labs. Students will be required to wear masks in computer classrooms that cannot social distance
- Headphones will be issued to each individual student. There will be no sharing of headphones

Contact Information

Cynthia Scroggins, Superintendent	cscroggins@ns.whiting.k12.in.us
Lorri Covaciu, Assistant Superintendent	lcovaciu@ns.whiting.k12.in.us
Jon Chance, WHS Principal	jchance@ns.whiting.k12.in.us
Christine Wheeler, WMS Principal	cwheeler@ns.whiting.k12.in.us
Julie Pearson, NH Principal	jpearson@ns.whiting.k12.in.us
Amy Segura, NH Nurse	asegura@ns.whiting.k12.in.us
Katie Sabol, WMS/WHS Nurse	ksabol@ns.whiting.k12.in.us
Lake County Health Department	(219) 755-3655