7208 US HWY 68 N | WEST LIBERTY, OH 43357
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WEST LIBERTY-SALEM
LOCAL SCHOOL DISTRICT

2020 – 2021 COVID-19 Operating Guidelines for Staff, Students, and Families

As of 8/24/20

West Liberty-Salem Local School District is committed to providing a safe and high-quality environment for our staff and students. The district continues to work closely with the Champaign County Health Department, along with area organizations, including neighboring school districts, the Logan County Health Department, and the Madison Champaign County Educational Service Center. Our goal is to implement the best procedures and practices to provide a lower risk to our students and staff.

In order to provide the best opportunity for our students and staff during this unusual time, WL-S recognizes that the following principles are essential:

- Everyone must assume personal responsibility to abide by the implementation of safety protocols to the highest degree possible.
- WL-S will work closely with the local health department to promote safety on our campus.
- WL-S will be transparent with all our stakeholders and that some level of risk will always be present when students and employees occupy our facilities
- WL-S recognizes the need for consistency in areas of operations while also understanding that individual differences in classroom size, grade level of students, and building operations may lead to some inconsistencies.
- Staff, students (and their families) will play a critical role in assisting the district in the successful implementation of our plan. We appreciate everyone's help in doing their part.
- This plan is subject to revision based on circumstances, additional guidance, and/or needs.

For the 2020-2021 school year, WL-S is providing the option for students to participate in on-campus/in-person instruction or 100% remote learning. WL-S wants to ensure families are aware that students attending on-campus/in-person instruction will need to plan ahead for flexible scheduling based on the COVID-19 status of our district, community, county and state. Below is a guideline of what changes may be instituted for students attending WL-S in-person, based on health department guidance.

Health Advisory System	**Level 1 Public Emergency**	**Level 2 Public Emergency**	**Level 3 Public Emergency**	**Level 4 Public Emergency**
On-Campus In-Person Instruction	100% capacity • face-to-face learning for all students who elected in-person learning. • Students attend all day, every day.	100% capacity • face-to-face learning for all students who elected for in-person learning. Students attend all day, every day. Additional protocols may be implemented to limit student transitions, etc.	Hybrid Learning • 50% student capacity in the building. • Students assigned to either group A or group B. • Group A attends WL-S on Mon/Wed • Group B attends WL-S on Tues/Thurs. • Additional work sent home or posted online for days not scheduled at WL-S.	100% Online Learning • 0% student capacity in the building. • Online learning is facilitated/led by student's teacher(s).
100% Remote Learning	Students who enrolled in the 100% remote learning option, will continue daily, with their assigned courses and are not impacted by the level designations of the county.			

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Daily Self-Monitoring

- It is expected that students and staff will monitor their own temperatures and their health daily before coming to school. Students and staff should bring a face mask each day.

Student/Staff Illness

- Any student and/or staff member with a fever over 100°F should stay home.
- Any student that has the following symptoms of COVID-19 should stay home from school and should consult with their primary care provider.

Symptoms include, but are not limited to: cough, shortness of breath, difficulty breathing, fever, chills, muscle aches, headache, sore throat, loss of taste or smell, muscle aches, GI issues (nausea, vomiting or diarrhea).

OR

Exposure to a case of COVID-19, within 6 feet for 15 minutes or longer (follow health department guidelines).

Quarantine/Isolation

- WL-S will follow the guidance and direction of the local health department in regard to quarantine and/or isolation. If a student, or staff member, tests positive for COVID-19, the health department will work with the individual (and their families), in regard to contact tracing, symptom onset, etc. Through this process, the health department will identify if there is a need for quarantine or isolation. They will also identify the date of safe return to school.

School Clinic

- As an additional precaution, WL-S will be utilizing two, connecting rooms for the clinic. Students who need to see the nurse for regular visits not related to COVID-19 symptoms will report to one room. Students with a fever and/or potential COVID-19 symptoms will report to the other room. This is to limit exposure risk and to ensure WL-S can best meet students medical needs.

Pick-up Procedure for Students Sent Home Ill

- If a student is sent home ill, the parent should stay outside the building and call the office at 937-465-1060, extension #103 upon their arrival.
- Upon parent arrival, a staff member will ensure the student meets the parent outside the front entrance. This will minimize visitor traffic inside the building.

Communication When a Student/Staff Member Has Been Diagnosed With COVID-19

- WL-S will abide by, and rely on, guidance issued by the local health department.
- Staff should report COVID-19 diagnosis to their building principal, as soon as possible.

- Communication will be developed by the county health department and will ensure consistency in communication and detail across the county. Communication will occur on a need-to-know basis.

Student/Staff Health Issues That Are NOT Diagnosed as COVID-19

- A student/staff member who is sent home with a fever or stays home with a fever, must stay home until they are fever free ***without medication*** for 24 hours **AND** improvement of any other COVID-19 symptoms, **OR** they have received a documented negative COVID-19 test.
- After illness recovery, the student must be transported to school in a private vehicle and will have their temperature checked before returning to class and then school transportation can resume.
- Any other illnesses or injuries that are not related to COVID-19, should be handled in the routine manner according to district policy.

Food Service

- WL-S will continue to offer food services, with both breakfast and lunch options.
- Staff will disinfect tables and seating between groups of students using the space.
- Staff will frequently disinfect items students interact with in the lunch line
- Students should wash or sanitize their hands prior to and after lunch and/or breakfast.
- There will be limited occupancy of the cafeteria space; with additional sitting areas provided to reduce the number of students in each space.
- Individual utensils and condiments will be utilized.
- Assigned seating will be implemented to assist in local health department contact tracing.

Transportation

- Students using school transportation will be required to wear a face mask.
- Family members will be assigned to sit together, when possible.
- Assigned seating will be utilized to assist with local health department contact tracing.
- Non-family member students will be spaced apart, as possible.
- Pickup location for each student will be limited to one location.
- Dropoff location for each student will be limited to one location.

Pickup/Dropoff

- Students who are dropped off at school in the morning by personal vehicle, will use the front curb, just as in the past. Vehicles should pull as far forward as possible, along the sidewalk to limit potential congestion off of RT 68. Students should exit the vehicle, with a face mask, from the passenger-side

for safety purposes and proceed immediately through the main entrance. Middle school students can also enter through the doors of the 6th grade wing.

- K-5 students who are picked up at the end of the day will wait in the elementary cafeteria. Staff members will be stationed outside for families to sign out their child. At that time, the student will be escorted outside to join their family member.
- 6-12 students who are picked up at the end of the day will follow the same exiting procedures they have used in the past.

Classroom Environments, Teaching & Learning

- Classroom occupancy will vary based on the size of the classroom, the number of students enrolled in that grade and/or course, etc.
- Sanitizing stations are available at the entrance/exit of each classroom.
- Classroom furniture will be disinfected occasionally, throughout the day.
- Teachers are encouraged to consider outdoor space for learning, when feasible.
- Physical distancing of 3-6 ft will be adhered to, whenever possible. Masks will also be required, for all students, while inside of the building, on school transportation, or outside in close proximity of others.
- Mask breaks will be provided by staff.
- Assigned seats with written seating charts will be utilized in all classes to assist in local health department contact tracing.
- K-5 transitions will be limited with teachers primarily moving from one classroom to another instead of students moving to another classroom.
- 6-8 transitions may be limited, depending on the level designation of our county.

Visitors/Volunteers

- There are different levels of school visitors and WL-S will make decisions for each situation.
- Self-check safety protocols, such as taking temperatures and a symptom check should occur prior to visiting the building.
- All visitors will be required to wear a face mask while in the building.
- Volunteers will not be permitted until further notice.
- Students will not be allowed to have visitors during lunch.
- Parents are discouraged from coming to the school, unless necessary.
- Visitors will be required to call the office to announce their arrival and purpose of visit. Staff will advise the visitor of how best to meet their needs.
- In lieu of visiting, phone calls or email communication is preferred to assist in limiting contact for staff and students.

Hallways/Lockers/Restrooms

- Students are required to wear face masks throughout the day. This includes transition time in hallways, going to lockers and restrooms.
- Staff may limit opportunities to congregate in hallways and restrooms.
- Students may have limited access to their lockers during the day to assist in this goal.
- Drinking fountains will not be available for use, except for the motion-activated, water bottle filling option included on each unit. Students should bring a water bottle to school.

Cleaning Safety Protocols

- Hand sanitizing stations have been strategically located throughout the building, including at the entrance/exit of classrooms, cafeterias, gyms, etc.
- Teachers will be supplied with disinfectant and cleaning supplies to use before/after students use a space.
- WL-S has established an isolation room for the clinic to use for students showing COVID-19 symptoms.
- Students and staff should practice frequent handwashing for at least 20 seconds and avoid touching their mouth, nose, and eyes.
- Custodians will have an intensified daily cleaning schedule and routine.