

Pandemic Plan ROUGH DRAFT as of July 13, 2020

ROUGH DRAFT

We have worked on all kinds of scenarios up to this point. We have participated in numerous meetings/briefings with health department leaders, other school districts, statewide leaders/elected officials, and others as we have carefully analyzed many possible plans. This is a very challenging situation and we will make adjustments as we move forward in the coming weeks and continue to follow directed health measures and recommendations from the medical community.

Belief Statements:

- We believe in doing all we can to provide a high-quality educational experience to all students regardless of the circumstances.
 - This includes academic, social-emotional, and school activity experiences
- We believe it is a top priority to do all we can to keep our students and staff safe.
- We believe that schools, by following all of the guidelines and strategies below, are safe learning and working environments.
- We believe that being proactive in planning and preparation is critical in order to effectively respond to challenging situations.
- We believe that it is important to share with our Westside staff, parents, students, and community stakeholders the “why” behind our thought processes and decisions.
- We believe that “being in school” is the best place for students to receive an education, interact socially with peers, and to be enriched by a positive and consistent routine.
- Our ability to re-open and keep our schools open will be a shared responsibility that depends on all of our students, their families, and our staff. This has to be a community-wide effort.
 - You can do your part to protect yourself and stop this disease in the community by wearing masks, washing your hands, and maintaining social distancing.

Important Info:

- As of this minute, we intend to begin school on Tuesday, August 18th with all of our students returning to our schools.
- ***We intend to make/publish decisions for 4-6 week periods at a time as this could be an ever-changing situation. What we do in October might be different than what we do in August. March might look different than November. This document is what we are working on for August 18th-September 30th. We will make any necessary adjustments for October and beyond by following updated DHMs and recommendations from local and state level medical professionals.***

Options being pursued:

** Ultimately, it looks like the decision as to what school will look like in August and beyond will be made by local school districts with directives and input from the Governor's Office, the Douglas County Health Dept, and the Nebraska Dept of Education.

- **GREEN Status** – 100% of students back in school using close to traditional school-day and school-year calendar with numerous social-distancing guidelines and safety measures in place. **As of today, this is what we are planning on. School begins on Tuesday, August 18th.**
- **YELLOW Status** – Less than 100% of students (likely 50%) back in school using close to traditional school-day and school-year calendar with numerous social-distancing guidelines and safety measures in place.
 - This plan is about de-densifying our buildings
 - Our students will be in “Group A” or “Group B” and will alternate days they are in school...this approach is about being as consistent as possible so families can better plan for the days their children aren't in school. We feel it could help families to know that their children will be in school every Monday and Tuesday and therefore need to make arrangements for each Wednesday through Friday instead on alternating day schedule that mixes and matches different days during different weeks.
 - Group A comes to school on Mondays and Tuesdays (has at-home/extended campus learning Wednesday-Fridays).
 - Group B comes to school on Wednesdays and Thursdays (has at-home/extended campus learning on Mondays, Tuesdays, and Fridays).
 - We can NOT accommodate ½ day learning every day for each group as it would double our transportation costs, make school meal access inequitable, and would not de-densify our buildings.
 - As time allows, outside of in-person instruction, the at-home/extended campus days will provide more direct, video instruction and social interaction than this past spring. We are thankful all of our students would be with their teacher at least two days a week in this status. We are trying to keep it as simple for our families as possible for week-to-week daycare scheduling, etc.
 - Children in same family would be on same schedule
 - Depending on their IEP, students with disabilities will be eligible to receive more frequent in-person instruction than the two days mentioned in yellow mode
 - YELLOW is the most challenging option to pull off from the district perspective and our least desired option, by far.

- **RED Status** – NO students are on campus. Staff may or may not be required to be on campus. We are in extended campus mode.
 - The at-home/extended campus days will provide more direct, video instruction and social interaction than this past spring
 - ******There might be scenarios where K-6 is in GREEN while 7th-12th might be in Yellow**
 - We look forward to helping to stress social-emotional learning & supports for students and staff as we move forward regardless of what status we are in.
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- We understand that some of our students/families will not feel comfortable coming back to school in our Green or Yellow status.
 - **FAMILY SURVEY RESULTS FROM JUNE**
 - 887 families responded
 - 52% said they're coming back no matter what
 - 36% said they're coming back as long as social-distancing is in place
 - 12% indicated they plan to stay home
 - 80+% of students indicated they're not immuno-compromised
 - 56 families indicated they intend to keep their child(ren) at home but did not identify them as immune-compromised
 - 36 families indicated they intend to send their child(ren) on a limited basis but did not identify them as immune-compromised
 - We have to make decisions as an organization that serves the needs of 6,000+ students and approximately 1,000 staff members. **We know that we won't be able to make everyone happy with the numerous decisions that have to be made.**
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Protocols we are working to establish and implement for August 18 – September 30th

(adjustments might be made for October and beyond based on DHMs and recommendations from medical professionals)

Below is a link to the COVID-19 health dial for Douglas County.....this will be included on our NEW school website as an easy-to-find, clickable tab.....it's a great resource for families and staff to bookmark.

<https://www.douglascountyhealth.com/>

Hand Washing/Hand Sanitizing

- Students and staff will sanitize their hands upon entering the building and in classrooms, hallways, and common spaces throughout the day as sanitizer pumps will be readily available throughout all facilities. (70% alcohol solution)

Masks

- Please understand that we receive “DHMs” (Directed Health Measures) and “recommendations” from the Douglas County Health Department. We are legally obligated to follow all DHMs. A “recommendation” is not legally binding but obviously viewed as best practice. School systems do not write DHMs but must follow them. We also follow *recommendations* as they come from the medical experts that we rely on and are backed by scientific studies.
- In order to follow expert medical advice available to us today, **we will require masks/face shields for students and staff as school begins in August because safety is our primary and most important objective.** We will continue to follow DHMs and recommendations from medical leaders. We anticipate requiring masks through at least September 30th but will make necessary adjustments to follow expert medical advice. If it changes, so too will our protocols.
 - Exceptions could include those with documented medical, behavioral, or developmental issues that could be impaired by masks.
- **By requiring masks/face shields, it allows us to keep our students AND staff in a safer environment and to better avoid large-scale shutdowns if/when confirmed cases occur throughout the district.**
 - We will follow “contact tracing protocol” from the Douglas County Health Department if/when we have a confirmed case. Those that have been around a confirmed case, if they’ve been wearing a mask/face shield and adhering to our social-distancing protocols, have a much better chance, to avoid infection and/or self-quarantine.
- We are currently working with legal counsel on a board policy/handbook addendum that outlines mask-wearing as required. *Failure and/or refusal to wear a mask/shield will result in disciplinary consequences up to and including emergency exclusion, suspension, or expulsion.*
 - *Since we are offering at-home learning options for students, we can/will require masks of all students and staff members. Again, this initial plan is meant to get us through September 30th. We will make adjustments as our medical experts continue to provide updated recommendations.*
- We will take hourly mask breaks in social-distant settings
 - We know mask cleanliness will pose challenges, it is more age appropriate for some more than others, etc. It’s a very complicated issue.
 - All students will be provided with 3 reusable neoprene/cloth masks but may also elect to use their own. **Masks/face shields will be subject to dress-code**

compliance...no offensive, vulgar, or inappropriate images/messaging will be allowed.

- Students may also elect to wear face-shields they provide on their own.
- All staff would be provided with at least 2 reusable neoprene/cloth masks but may also elect to use their own.
 - Each staff member will also be given a face-shield.
- Masks/face shields might not be required in PE and Music classes as long as we can sufficiently social-distance and de-densify
- Daily disposable masks will also be readily available as needed
- NO bandanas will be allowed to substitute as masks/shields
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Touch Surface Cleaning

- Desks, door handles, and restrooms will be cleaned/disinfected on a very frequent basis.
 - Employees are responsible for all cleaning protocols. No student responsibilities for cleaning.

Social-Distancing and More Social-Distancing

- Maintain at least 6-feet of physical distance *whenever possible* when there is no physical barrier between individuals (such as classrooms, hallways, etc.)
- Use tape, plexiglass barriers, and other measures to ensure distance and designation of applicable areas
- We have added, and will continue to add, much more easy-to-install and take-down plexiglass throughout our facilities
 - Lower elementary reading tables, study halls, etc.
 - Eating areas and other densely populated areas
- We have purchased social-distancing signage and floor stickers like you see in many stores to help us all keep a safe distance when/where possible
- Limit the number of people in a hallway or entryway at one time
- Classroom desks/tables will be spread apart in rows all facing the same direction with as much distance in-between as possible
 - We know we can't get 6-feet in between desks/tables in all classrooms – this is another reason why masks are mandatory
 - We will continue to analyze our classroom furniture setups in each classroom and adjust as needed with more/less tables, more/less chairs, as needed in each individual setting.
- Band and Music classes will be conducted outside as often as possible and in smaller groups inside when applicable to de-densify traditional music classroom space
- Many classes might take place outside on a regular basis depending on the weather and many other factors

- ALL Westside employees have a responsibility to model appropriate social-distancing measures while also ensuring that students do the same

Staff Trainings

- Our school nurses, health aides, and front office administrative assistants are participating in Covid trainings with Children's Hospital experts
- We are looking to increase our health aide staff and expand our partnership with Children's Hospital
- Will have mandatory trainings for sub-teachers and full-time subs that we are adding to our staff

Pre-Screening for Students

- Parents screen children at home for the following symptoms:
 - Cough
 - Chills
 - Fever
 - Shortness of breath
 - Muscle pains
 - Loss of taste/smell
 - Nausea
 - Vomiting
 - Travel to any identified Covid "hot spots"
 - Contact with anyone with a confirmed case of COVID in the last 3 weeks
- Students do not report to school if symptomatic, call medical professional.
- *We are partnering with Children's Hospital and they will be providing our families and staff with a free, downloadable "Covid symptom" app.....more info to come in the next few weeks.*
- Tele-Health options will also likely be added by August.

Pre-Screening for Employees

- All employees self-screen at home for the following symptoms:
 - Cough
 - Chills
 - Fever
 - Shortness of breath
 - Muscle pains
 - Loss of taste/smell
 - Nausea
 - Vomiting
 - Travel to any identified Covid "hot spots"
 - Contact with anyone with a confirmed case of COVID in the last 3 weeks
- Employees do not report to work if symptomatic, call medical professional.

- *We are partnering with Children's Hospital and they will be providing our families and staff with a free, downloadable "Covid symptom" app.....more info to come in the next few weeks.*
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Bussing

- Students are **assigned seats (same seat each day for all routes)** and required to wear masks due to close proximity others.
- Drivers are required to wear masks.
- Surfaces are wiped down between routes.

Water Fountains

- No mouth drinking from fountains.
 - **We are converting our water fountains to "water filling stations," which is more eco-friendly and helps us work towards our goal of being more "green."**
- **Students bring their own water bottles. Those that can't afford one will be provided with one.**

Cafeteria / Meals

- Social-distancing to the best of our abilities utilizing traditional and non-traditional eating spaces and staggered eating schedules, to possibly include outside eating spaces if/when possible
- No self-serve items or sharing of food
- All food to be served by gloved and masked employees behind plexi-glass
- Students **will** be allowed to bring lunches from home

Recess

- We envision recess time being outside as much as possible and mask-free as much as possible **(not all of the time depending on the circumstances)** with social distancing measures in place

Passing Periods

- Passing periods throughout the day will be adjusted as necessary to ensure enough time for touch-surface cleaning protocols to occur

School Calendar

- As close to a traditional school calendar will be followed. School is scheduled to begin for students on Tuesday, August 18th.
 - **Elementary start time is moved up with school beginning at 8:30 AM this year.**
 - WMS and WHS will begin at 8:00 AM as in past years.
 - Same Wednesday early-outs as past years.
 - Same dismissal times as past years.

Building Engineering

- Create dedicated facility entry/exit points that are deep cleaned multiple times daily
- Secure all facility entry/exit points as needed
- Will work to increase air flow through facilities, where possible, while also maximizing clean air recirculation through appropriate filtering/sterilization methods
- Really working to optimize the use of outside air, to include keeping as many windows as open as possible throughout our facilities

Environmental Safety and Cleaning Policies

- Provide necessary and ongoing training on best practices and approved materials so we can develop and maintain a highly trained environmental services workforce
- Analyze on a regular basis our inventory of cleaning supplies, sanitizers, disinfectants, and applicable equipment so we don't run low
- High-touch surfaces will be sanitized frequently, to include:
 - Door knobs and handles
 - Push plates and crash bars on doors
 - Automatic door openers
 - Overhead light and lamp switches
 - Hand rails and stairway doors
 - Elevator call and interior buttons
 - Drinking fountains
 - Vending machines and ATM's
 - Tables and chairs in commons areas
 - Refrigerators and microwaves
 - Surfaces and fixtures in kitchens and bathrooms
 - Others areas as identified by staff
- Make hand sanitizer dispensers available and functional throughout each facility, particularly at high traffic areas like entrances, exits, hallways, commons areas, lunchrooms, etc.
- Make sanitizing wipes and hand soap dispensers readily available
- Ensure that deep cleaning of all common areas happens daily or nightly
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Use no-touch handles, knobs, etc. when possible

Positive Cases/Response (IRON THIS OUT – MORE details needed from Douglas Co Health)

- Positive case (student or staff)
 - Still working with Douglas County Health on necessary updates on "contact tracing protocols."
 - Public health will receive the laboratory result and at that time will contact the positive case and do a contact investigation asking questions i.e. who

have you been around closer than 6 feet for longer than 10 minutes, most likely that is the household and some classmates and or colleagues. Those are contacts who then should quarantine at home for 14 days.

- **By requiring masks, it allows us to better avoid large-scale shutdowns if/when confirmed cases occur throughout the district.**
 - **Those that have been around a confirmed case, if they've been wearing a mask and adhering to our social-distancing protocols, have a much better chance, to avoid infection and/or self-quarantine. This will be driven by medical experts at Douglas County Health Dept.**
- The Health department may ask the school to help out in identifying classmates sitting close by the positive dependent on the class set-up. Those students in closer contact will be contacted by the health department or in collaboration with the school. We will follow the lead of the Douglas County Health Department.
- **A classroom, group of classrooms, and/or building** could be closed for a minimum of 24-48 hours and deep cleaned with a report of a student testing positive for COVID-19 that has been in a school facility.
 - ***Parents/Staff need to know that there might be times throughout the year that their child's school is closed down for 1-2 days with very limited notice***
- Communication to families will be similar to that of MRSA and Whooping Cough.
- Infected individuals can return to school 10 days after the symptoms started, 3 of those days have to be fever-free without fever-reducing medicine and the symptoms must have significantly improved. Quarantine persons can return to school 14 days after they had last contact with the positive case.
 - Will be supported by our extended campus/at-home learning model
- Communication with environmental services to facilitate rapid cleaning and disinfecting surfaces to immediately limit exposure to others
- Develop, implement, and communicate a "return to school" policy in coordination with local health experts for all recovering individuals, those returning from caring for an infected individual, and those returning to the community from high-risk locations
- **See COVID SCREENING FLOW CHART from Douglas County Health**

Response to sick students in school building (any sickness, not just specific to COVID-19)

- The student will be sent home and all classroom families will be contacted. Standard e-mail communication provided to building secretaries to send out within 2-4 hours of the illness. Classroom will be deep-cleaned.
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distancing protocols, have a much better chance, to avoid infection and/or self-quarantine. This will be driven by medical experts at Douglas County Health Dept.

Facility usage by outside organizations

- Daycares and before/after school programming that operate in school facilities will follow state directed health measures.
- We reserve the right to limit or eliminate usage to other outside groups like youth sports, rentals, etc. as necessary for cleaning, etc.
 - We are not taking any rental reservations at this time

Common Space Use (hallways, restrooms, cafeterias, gyms, playgrounds)

- Will follow as much social-distancing as possible with methodical and frequent cleaning throughout the day.

Pick-up / Drop Off of Students

- No congregating at entrance or exit areas
- Social Distancing practices should be followed
- Parents are encouraged to stay in their vehicle during pick-up and drop off

Visitors at School

- All visitors, to include family members, will be restricted except for special meetings like IEP's, disciplinary hearings, etc.
 - Masks will be required of all visitors that do enter our buildings for IEP's, disciplinary hearings, etc.
- Unfortunately, as we begin the school year, we will not be able to accommodate "lunch guests" and other special drop-in guests like we used to and always enjoyed.
- WMS and WHS students will need to leave campus, unless involved with an authorized school activity, when school is dismissed.

Staff Travel

- No professional travel outside of Nebraska is authorized at this time

Communication

- Post ample signage throughout each facility directing risk-minimizing behaviors
 - The importance of handwashing and surface sanitizing procedures
 - Covid-19 symptoms, what to look for, and how to respond and stop the spread
 - Importance of staying home when sick
 - Screening and testing access, process, and requirements

Individual Student Situations

- Intent to Participate in at-home learning forms were emailed out on July 13th
 - Those families that choose to keep their children at home will be supported

- Will go quarter by quarter as we are committed to providing high-quality in-person and at-home educational offerings

School Activities

- We will follow the Nebraska School Activities Association (NSAA) guidelines

Miscellaneous

- WMS Warrior Walk-About is an example of our de-densifying efforts with many more to take place throughout the coming months....
 - 4 different sessions with two on July 23rd and two more on July 29th
- Alternate ways to conduct Sneak-a-Peek, Curriculum Nights, etc.
- Classroom parties and celebrations, as we've had them in the past, will likely be modified (especially 1st semester)...outside?
- Movie Nights, Ice Cream Socials, and Fundraisers will likely be modified/limited
- Large pep rallies and school assemblies, as we've had them in the past, seem doubtful this year (especially 1st semester).....outside?
- Parent-Teacher Conferences will be conducted via email, phone, and/or video chat this year due to altered school calendar, limiting of visitors, etc.

Wrap-Up

- We will continue to work and fine-tune details on our end
- **We intend to make/publish decisions for 4-6 week periods at a time as this could be an ever-changing situation. What we do in October might be different than what we do in August. March might look different than November.**
- We have an additional community forum on July 30th for more updates.
- This is our plan as of TODAY with the information and medical expertise we have access to at this point in time. Things could change in the coming weeks.
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Resources

[Return to School Roadmap](#)

[Launch Nebraska](#)

[School Resource Hub](#)

[NCAA Sport Science Institute](#)

[National Federation of State High School Associations](#)

[Education Next](#)

[National Association of Independent Schools](#)

[Protecting the Rights of Students With Disabilities as You Reopen Schools](#)