

# **MWUSD**

# **RETURN-TO-SCHOOL**

# **PLAN**

*IN RESPONSE TO COVID-19*



**Table of Contents**

<b>INTRODUCTION</b>	<b>3</b>
<b>GUIDING PRINCIPLES</b>	<b>3</b>
<b>SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS</b>	<b>4</b>
<b>EMPLOYEE AND STUDENT SAFETY</b>	<b>4</b>
<i>VISITOR RESTRICTIONS</i>	<b>4</b>
<i>TRAVEL RESTRICTIONS</i>	<b>4</b>
<i>EMPLOYEE SCREENING AND PROTOCOLS</i>	<b>4</b>
<i>HEALTH and SAFETY PROTOCOLS</i>	<b>4</b>
<i>SOCIAL DISTANCING</i>	<b>5</b>
<i>PERSONAL WORKSPACE/CLASSROOM</i>	<b>5</b>
<i>FACILITIES CLEANING</i>	<b>6</b>
<b>DEEP CLEANING AND DISINFECTION PROTOCOL</b>	<b>7</b>
<i>FOOD and PACKAGE DELIVERY</i>	<b>7</b>
<b>RESTROOM USAGE DURING THE WORK DAY</b>	<b>8</b>
<b>VISITORS ON CAMPUS</b>	<b>8</b>
<b>CAFETERIA AND MEAL PERIODS</b>	<b>8</b>
<b>INSTRUCTIONAL MODELS</b>	<b>8</b>
<b>SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF</b>	<b>8</b>
<b>COMMUNICATION METHODS</b>	<b>8</b>
<b>II. ACADEMICS</b>	<b>9</b>
<b>GRADING POLICY</b>	<b>9</b>
<i>Grading and Attendance</i>	<b>9</b>
<b>RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES</b>	<b>10</b>

## **INTRODUCTION**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

## **GUIDING PRINCIPLES**

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

# SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

## EMPLOYEE AND STUDENT SAFETY

### VISITOR RESTRICTIONS

MWUSD will not allow normal visitation to our campuses until further notice.

### TRAVEL RESTRICTIONS

MWUSD will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent.

### EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, all employees will self monitor their health.

### HEALTH and SAFETY PROTOCOLS

- Daily health and temperature checks for all staff and students
- Staff and Students will be required to wear coverings. Any student that is not able to remove a face covering unaided will not be required to wear a face covering
- Scheduled and frequent sanitizing and cleaning of classrooms following CDC guidelines
- Scheduled and frequent hand washing and hand sanitizing throughout the day
- All students/staff who are sick are required to stay home
- If student is identified as sick during the day or upon arrival, a special care room is available until the child is picked up
- Proper notification if/when a Covid-19 case is identified within a classroom or school community (observing privacy and confidentiality protocols) per Public Health Department
- Training- All staff and students will be trained on behaviors that reduce spread. These include: safety, social distancing requirements, personal hygiene and handwashing
- Adequate Supplies- We have secured PPE, additional hand washing supplies and cleaning supplies

- Signs and messaging- All campuses will have significant signage to reinforce safety guidelines and provide social distance markings on the ground
- Isolation Rooms- All campuses will have social isolation rooms for students that present symptoms during the day
- Limited Sharing- Educational practices are being adjusted to limit the sharing of learning supplies (pens, pencils, manipulatives, etc)
- Desk Spacing- Desks will be spaced out and all face the same direction in alignment with the health department guidelines
- Physical Barriers- Physical barriers such as plexiglass screens will be deployed in the offices.
- Increased Ventilation- Use of outdoor spaces, having windows and doors open and adjusting the ratio of fresh to recirculated air in HVAC systems are all being investigated
- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Sanitizing stations provided on the yard.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. MWUSD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- All schools have developed site specific arrival and dismissal plans to facilitate Social Distancing.
- Signs and messaging- All campuses will have significant signage to reinforce safety guidelines and provide social distance markings on the ground
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

### **PERSONAL WORKSPACE/CLASSROOM**

MWUSD staff will use the signage provided to indicate the room for sanitizing and disinfecting. Students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day.

## **SHARED WORKSPACE**

MWUSD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The MWUSD Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– MWUSD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Conference Rooms**– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

## **FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

## **FOOD and PACKAGE DELIVERY**

Bringing or sharing refreshments during the school day is prohibited in order to limit the risk of contamination. Snack items and drinks will not be distributed until further notice. All students are responsible for bringing their own snack. We ask that there be no food delivered and that food be kept at your assigned space. If a student forgets their lunch a parent may bring it to the office. Personal deliveries such as packages should not be delivered to school sites.

## **RESTROOM USAGE DURING THE WORK DAY**

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Steps will be taken to minimize the number of students allowed in the restrooms at one time. Bathrooms will be cleaned regularly.

## **VISITORS ON CAMPUS**

Visitors are currently not allowed on campus. The safety of our staff and students remains the district's primary concern. Parents are encouraged not to congregate on school grounds.

## **CAFETERIA AND MEAL PERIODS**

Students will eat lunch outside. School lunches are still offered and alternative serving locations are being established.

## **INSTRUCTIONAL MODELS**

Hybrid

- In-school socially distanced learning 2 days/week AND distance learning online at home 3 days/week.
- Teacher directed
- Focused primarily in ELA and Math using district adopted and common core aligned textbooks, workbooks, and materials.
- Class size limited to 12-15. Staggered recess, lunch, and dismissal times
- Health and safety protocols implemented all day



## Distance Learning

- Daily online learning from home.
- Teacher directed model
- Instruction primarily in ELA and Math.
- Students utilize their grade level textbooks, workbooks, and materials, including an electronic device if needed.
- Possible: work packets to supplement, however, the bulk of the work is online

## Home School

- Teacher created independent study plan.
- Parent-taught and teacher facilitated
- Bimonthly check-ins with teacher.
- Student utilizes ELA and Math textbooks and workbooks.
- Teacher provides 2-week assignment list and accompanying work packet.
- Online support may be available to assist in understanding the lessons.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups (via teleconference) to address any well-being needs.

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district and school websites
3. Follow our social media platforms
4. SeeSaw PK-2; Google Classroom Grades 3-8 (still being decided by the re-opening committee)

## II. ACADEMICS

MWUSD developed a Reopening Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various grade levels to get a diverse set of knowledge and skills. The committee members were then divided out into sub-committees. As a whole, the committee meets regularly every Monday.

A professional development survey was developed by this committee to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers. The goal of this committee is to develop leveled training for beginning teachers or experienced technology teachers.

A needs assessment was created to help the district understand the technology needs of the families.

## GRADING POLICY

### **Grading and Attendance**

To receive credit and attendance for the courses for this school year students are expected to complete the assignments.

## RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 2-8 and SeeSaw for TK-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

## MWUSD RETURN TO SCHOOL PLAN

In order to support our students instructionally while they are at home teachers will be using Google Classroom for grades 2-8 and SeeSaw for TK-2 and will reach out via phone calls. If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support.