

West Carroll Special School District

COVID-19 Phased Guidelines



2020-2021

West Carroll Special School District COVID-19 Phased Guidelines

Coordinators

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Advisors

CDC Guidelines
Carroll County Health Department
Northwest TN CORE
SCORE - State Collaboration on Reforming Education
Tennessee Department of Education
Carroll County EMA

**West Carroll Special School District
COVID-19 Phased Guidelines**

***West Carroll Special School District reserves the right to adapt/revise school rules and procedures as needed. This is a working document and is subject to change as needed per local, state, and federal guidelines.**

****Please check your child's temperature and ensure it is below 100.4° F and that your child is not manifesting any symptoms of illness before sending him/her to school.**

***PHASE 1
(High / Substantial Spread)***

Schools are Closed

1. West Carroll Special School District will provide Virtual Learning Academy for all students.
2. Expectations for parents and students can be found [here](#).
3. Ensure provision of student services such as school meal programs.

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Phase 2 and 3 Precautionary Measures

Visitors

- No visitors will be allowed in the schools, with the exception of the lobby/office area.

Maintenance by Outside Work

- 1. Worker(s) that come inside the school building to maintain the facility must have prior authorization from administration. No exceptions.
- 2. The worker(s) will have very limited access to the building and must only work in the designated area that is approved by administration.

Assemblies/Programs Before, During, or After School

- There will be no programs.

Masks

- It is highly recommended but not mandatory for everyone to wear a mask or face shield while in contact with others.

Social Distancing

- Everyone is expected to socially-distance.

Hand Sanitizing

- Sanitizing stations will be set up throughout the building
- Every classroom has hand sanitizing dispensers
- Students will sanitize hands before entering and leaving an area

Water Fountains

- Hand free bottle filling stations have been installed in all schools.

Cleaning Supplies/Procedures

- The school will deep clean with hospital grade disinfectants for COVID-19, which includes deep cleaning of all surfaces.

Employee Temperature Checks

- All school employees will have temperatures taken daily.

Phase 2 (Moderate Spread)

Beginning of School Day Procedures

Entering the Building - Beginning of the School Day

1. Students will enter the building and follow the directives of appointed school personnel.
2. Signs will be posted reminding students/staff to practice social distancing.
3. Students will be directed to a designated area and teachers/staff will take the temperature of each student.
4. If the student is manifesting symptoms of illness or has a temperature over 100.4° F, the student will be monitored by the school nurse and parents called for pick up.
5. The student must be symptom and fever free for **3 days or 72 hours** (without fever-reducing medication), have a **medical doctor's** (not a nurse practitioner or physician assistant) excuse to return to school, OR a negative PCR- COVID test from the Health Department.

Breakfast and Lunch

Delivery of Meals to the Classroom

1. Prepackaged food and beverages will be distributed to each student.
2. Students will stay in their classroom during breakfast.
3. The students will stay seated at their assigned desk.
4. It is recommended that no student bring their lunch from home during this phase.

Cleaning after Breakfast and Lunch

1. Sanitizing stations will be available for student use before meals.
2. Social distancing will be practiced during meals.
3. Meal area(s) will be sanitized before and after meals.

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Classroom Procedures

Students Entering/Exiting the Classroom

1. Students will sanitize hands when entering and exiting classrooms.
2. Desks will be sanitized between classes.
3. The students will stay in assigned seats and receive teacher instruction.

Transition in the Hallways

1. Administration and teachers will monitor students in the hallways during transition.
2. Students will walk down the right side of the hallway and face forward.
3. Students will observe social distancing.
4. Students must keep their hands to themselves and not touch other students or walls.

Bathroom

1. The Primary and Elementary schools will have designated bathroom times.

End of School Day Procedures

Bus Call (End of the School Day)

1. A designee will call on the intercom for buses by number at the end of the school day.
2. Students will exit their area in a line (by their bus number) while social distancing.
3. Administration and teachers will monitor the hallways.

Car Rider Dismissal (End of the School Day)

1. A designee will call for car riders by intercom to dismiss students.
2. Students will be dismissed to the waiting areas.
3. Administration and teachers will monitor the hallways.

Parent/Guardian Dropping Off Students After School has Started

1. The parent/guardian will need to wait in the lobby/office area with their student until the Office Secretary can assist.
2. The parent/guardian cannot sign the student into school until the student's temperature has been taken.
3. The Office Secretary/Nurse will take the temperature of the student.
4. If the student is manifesting symptoms of illness or has a temperature of 100.4° F or more, then the student will not be admitted to school.
5. If the student's temperature is normal and has no manifesting symptoms, the student will be admitted to school/class.

Phase 3 (Minimal Spread)

Beginning of School Day Procedures

Entering the Building - Beginning of the School Day

1. Students will enter the building and follow the directives of appointed school personnel.
2. Signs will be posted reminding students/staff to practice social distancing.
3. Students will be directed to a designated area and teachers/staff will take the temperature of each student.
4. If the student is manifesting symptoms of illness or has a temperature over 100.4 ° F, the student will be monitored by the school nurse and parents called for pick up.
5. The student must be symptom and fever free for **3 days or 72 hours** (without fever-reducing medication), have a **medical doctor's** (not a nurse practitioner or physician assistant) excuse to return to school, OR a negative PCR-COVID test from the Health Department.

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Food – Breakfast

Delivery of Breakfast to the Classroom

1. Prepackaged food and beverages will be distributed to each student.
2. Students will eat breakfast in their classrooms.
3. Students will stay in their assigned seats.

Cafeteria - Lunch

In the Cafeteria

1. The students will be lined up using social distancing.
2. Hand sanitizer will be provided to each individual student to disinfect their hands.
3. The Teacher/Staff/Cafeteria worker (with gloves) will give students styrofoam plates and packaged utensils.
4. After staff serves food, the students will collect their food and beverage and be seated and properly spaced.
5. Students will remain seated until directives are given to dispose of trash and be dismissed.

Classroom Procedures

Students Entering/Exiting the Classroom

1. Students will sanitize hands when entering and exiting classrooms.
2. Desks will be sanitized between classes.
3. Students will stay in assigned seats and receive teacher instruction.

Transition in the Hallways

1. Administration and teachers will monitor students in the hallways during transition.
2. Students will walk down the right side of the hallway and face forward.
3. Students will observe social distancing.
4. Students must keep their hands to themselves and not touch other students or walls.

Bathroom

1. The Primary and Elementary Schools will have designated bathroom times.

End of School Day Procedures

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1. A designee will call on the intercom for buses by number at the end of the school day.
2. Students will exit their area in a line (by their bus number) while social distancing.
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3. The Office Secretary/Nurse will take the temperature of the student.
4. If the student is manifesting symptoms of illness or has a temperature of 100.4° F or more, then the student will not be admitted to school.
5. If the student's temperature is normal and has no manifesting symptoms, the student will be admitted to school/class.

Phase 4 (Low/No Spread) No Restrictions

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	Level 1	Level 2	Level 3	Level 4
Instruction	<ul style="list-style-type: none"> All learning will take place at home. K-12 online learning will be done through WCSSD digital learning platform. 	<ul style="list-style-type: none"> Digital learning will be offered for students. Students will social distance to the extent possible. 	<ul style="list-style-type: none"> Classes will be offered in traditional classroom setting. Students will follow a normal schedule. Digital learning will be offered for students. Students will social distance to the extent possible. 	<ul style="list-style-type: none"> Classes will be offered in the traditional classroom setting. Students will follow a normal schedule. Digital learning will be offered for students.
Cleaning	<ul style="list-style-type: none"> All learning will take place at home. Buildings will be disinfected. 	<ul style="list-style-type: none"> Frequently touched surfaces will be cleaned between transitions. Shared objects will be cleaned between transitions (to the extent possible). Multiple hand sanitizer stations are available. 	<ul style="list-style-type: none"> Clean/disinfect touched surfaces daily. Clean/disinfect shared objects to the extent possible. Multiple hand sanitizer stations are available. 	<ul style="list-style-type: none"> Daily cleaning/disinfecting will continue.
Face Masks	<ul style="list-style-type: none"> All learning will take place at home. 	<ul style="list-style-type: none"> Face masks are recommended for everyone. Students may bring their own face masks. 	<ul style="list-style-type: none"> Face masks are optional for everyone. Students may bring their own face masks. 	<ul style="list-style-type: none"> School will be in session with no restrictions.
Meal Service	<ul style="list-style-type: none"> All learning will take place at home. Meal pick-up and delivery will be available. 	<ul style="list-style-type: none"> Students will eat all meals in their classroom. Meal pick-up/delivery will be available. 	<ul style="list-style-type: none"> K-12 will eat in the cafeteria with social distancing and utilization of additional spaces as needed. Meal pick-up will be available. 	<ul style="list-style-type: none"> School will be in session with no restrictions.
Temperature Screening	<ul style="list-style-type: none"> All learning will take place at home. 	<ul style="list-style-type: none"> Students will be screened upon arrival or during homeroom. Staff will be screened upon arrival. Students/staff with 100.4° or higher will be sent home. 	<ul style="list-style-type: none"> Students will be screened upon arrival or during homeroom. Staff will be screened upon arrival. Students/staff with 100.4° or higher will be sent home. 	<ul style="list-style-type: none"> School will be in session with no restrictions.
Transportation	<ul style="list-style-type: none"> All learning will take place at home. 	<ul style="list-style-type: none"> Buses will be cleaned/disinfected after each route. 	<ul style="list-style-type: none"> Buses will be cleaned/disinfected after each route. 	<ul style="list-style-type: none"> School will be in session with no restrictions.

The CDC and Tennessee Department of Health guidelines could be updated at any time, which could result in a change in level or changes in the plan.

Digital Learning: WCSSD will provide online learning for K-12. Parents will be required to register their student for the online learning by July 28. It will require a nine-week commitment. Students will not be allowed to move back and forth between the virtual learning option and the in-person learning option.

WCSSD is planning to start school August 4 in accordance with the approved calendar.

*Water fountains will be turned off during levels 1-3. Students are encouraged to bring water bottles from home.

**While school is in session, visitors will be restricted during levels 1-3 for the safety of our students.