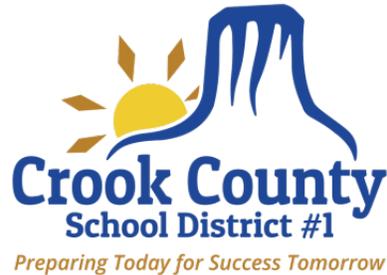


# Crook County School District # 1



## Smart Start Plan

The Crook County School Dist. Pandemic Plan is a "Living Document" that will be updated according to Local, State, Federal, and CDC guidelines to meet the health and safety of the students, staff, and community.

### District Mission Statement

*CCSD # 1 will prepare and empower all students for successful, lifelong learning through effective teaching.*

# Pandemic Planning Committee

Superintendent	Mark Broderson
Principals	Mr. Baier, Ms. Enright, Mrs. Ewing, Mr. Hartwig, Mr. O'Connor, Mr. Wiegel
Special Education	Mrs. Gill
Curriculum	Mrs. Ruml
Technology	Mrs. Willems, Mr. Gaskin, Mr. Ryan
Nurses	Mrs. Apland, Mrs. Cundy, Mrs. Gray
Teachers	Mrs. Backen, Mr. Willems Mrs. Dewey, Mrs. Wood Mrs. Marchant, Mr. Olson
Hulett	
Moorcroft	
Sundance	
Lunch Program	Mrs. Bauman
Maintenance/Custodial	Mr. Gerry
Transportation	Mr. Wagner
Public Health Consultants	Mrs. Carol Stutzmanand Dr. Larsen

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## Smart Start Update for the 21-22 School Year

It is our expectation to begin this school year in the same manner we finished the 20-21 school year. This of course is a fluid document and is subject to change depending on the severity of cases within a community and input from Public Health, and the WY Dept. of Health.

Masks will be recommended and provided for students and staff wishing to use them. This will apply in schools and buses.

Our cleaning practices will remain in place with the use of hand sanitizer, sterilizing wipes, and foggers.

We will monitor social distancing and work to keep students and staff separated for transmission purposes.

Our attendance policies will revert back to the handbooks as followed prior to the 20-21 school year.

Staff and students will be allowed to utilize COVID leave if they can provide evidence of a positive test for COVID.

If students or staff are quarantined, we will follow the same procedures we followed last year for virtual instruction. Staff and students able to work virtually will not be considered absent.

Fully vaccinated students and staff do not require to be quarantined if they have a close contact.

The WY Department of Health recommends COVID shots for eligible individuals.

Parent letter on 9/7/21

To: Parents and Guardians

Date: September 7, 2021

Subject: Request for partnering up to protect our students.

Dear Parents and Guardians,

The school year is off to a great start and everything appears to be going well. As the COVID cases continue to climb we wrestle with making the best decisions for your child's safety. While doing this, we strive to provide the best educational experience for our students and staff. It is our opinion that we accomplish this by having students and staff in our buildings for in-person learning. We believe that being in physical attendance at our schools is the best situation for students and staff. We are confident our buildings are well cleaned, students are well supervised, and everyone is doing their best to practice social distancing and handwashing. The quarantine process is taxing on all parties involved and we would like to minimize the spread within schools. However,

in order for us to help protect students and staff and keep our buildings safe, we need to work together.

We understand the quarantining process may inhibit certain student's and staff's educational experiences. Therefore, if the student or staff member is symptom free, we want them in our classrooms and we need them in attendance for their own emotional and educational well-being. We would like your help with the following to allow the schools to protect students and staff and ask individuals to act responsibly to protect themselves and those around them.

#### *Requests for Modification of Quarantine Parameters*

- Please let the school nurse know if you have concerns with a possible exposure or have an identified case in your household.
- If a student or staff member has been exposed, we will ask them to distance themselves responsibly and wear a mask when they are in close parameters to others. If they develop symptoms, they stay home, if they do not develop symptoms, we can test them on day five with parental consent.
- If you have a positive case in your household, please consider the ramifications of sending a possible COVID positive individual to school.
- If we experience a building with a higher percentage of cases, we may need to return to some of the practices that were in place during the 20-21 school year.
- Please continue to monitor your child for symptoms and keep them home if they are experiencing any of the identified symptoms.
- The district has COVID tests available for testing students and we require the parents to complete a permission slip prior to administering the test. Testing should take place 5 days after a possible exposure.
- If a student or staff member is vaccinated and not symptomatic, quarantine is not required. Public Health recommends the vaccination for everyone eligible.
- Each building has masks available for anyone wishing to wear them.

#### *District Protocols in Effect*

- Social distancing will be implemented to the greatest extent possible as per district protocols
- Buildings will continue with their protocols for increased hand washing and sanitizing throughout the day

## *Final Thoughts*

As we move into our fall sports seasons and homecoming events, please keep the protection of our communities and schools a priority. Many of the cases that showed up in the last school year were associated with large social gatherings.

As educators of approximately 1,200 students, we are cognizant of the need to keep our students and staff safe while providing the very best education possible. Thank you for helping us practice safe social protocols and stay the course to protect in-person learning for the entire school year. A reminder, this is all fluid as we move forward, it may change if we have an increase in cases.

## Overview for the School Year 20-21

On March 16, 2020, the district was directed to shut down for two weeks for the safety of our students, staff, and communities. After the two week closure, the school district and parents did their best to continue to care for and educate the students of Crook County for the remaining eight weeks of the school year. During this time, Crook County students, staff, and parents pulled together to make the most of a less than desirable situation. It was not what anyone asked for or wanted, but we made it work. As we move forward to the opening of a new school year, we are asking you once again to work with us as a district to provide a safe environment and a quality education.

The Crook County School Dist. #1 is planning to return to school with a "Brick & Mortar" opening in the fall. Our primary concern is the safety and well-being of students and staff as we consider recommendations for re-opening of schools. We believe this is the best option for our students and our communities. We do understand the need for safety. With the current condition of cases in Crook County, we, with the approval of our local Public Health Dept., feel we are at a point where we can keep our students safe. We feel this is the best option for our students for the following reasons: lack of proper connectivity to all homes, nutritious meals at least four days of the week, security and well-being in all homes, reduced stress for parents, building relationships between staff and students, allowing parents to return to work, and teachers to teach. Parents and teachers will need to have Pandemic Plans in place in case of short notice adjustments in school hours.

Our plan provides guidance to our communities of how the district will respond in the event of a community outbreak. This plan will serve as a guide in meeting the educational needs of students and acknowledging the unique health and safety needs of students and employees during the COVID-19 Pandemic and as a resource for future outbreaks. A Pandemic Planning Committee has been created to act as an advisory committee to the Superintendent and Board of Trustees to provide flexible and mobile plans with alternatives for the opening of schools. These recommendations will comply with the requirements from the Wyoming Department of

Education and the recommendations from Wyoming Department of Health. This plan will provide options the District may consider to keep students and staff safe throughout the school year.

The expectation from the Crook County Board of Trustees is schools will open this fall for in-person instruction. Even though our plans are to reopen in a face to face format, we must be prepared for changes in orders from state or local Health Departments. Depending on the guidance from the WY Department of Health or our local Health Department, this may include a partial or full closure. It is important for parents/guardians, employees, and our communities to work closely with one another to keep our students safe and provide a quality education.

The district will expect parents/guardians to screen their child/ren's health each morning for the following symptoms. If any of the symptoms listed below are present, the child is required to stay home.

- o Fever (100.4 or higher) or chills
- o Cough
- o Shortness of breath or difficulty breathing
- o Fatigue
- o Muscle or body aches
- o Headache
- o New loss of taste
- o Sore throat
- o Nausea/vomiting/diarrhea
- o Congestion/runny nose – not related to allergies

The re-entry plan is based on information and guidance shared by local and state health officials, the Wyoming Department of Education, and the Centers of Disease Control (CDC) providing a framework when it comes to hygiene, physical distancing, and other public health considerations. The committee will review current health and safety guidelines, as well as information collected from district surveys from parents and staff, and provide consideration for the re-entry plan, with input from stakeholders with expertise in their respective fields.

The committee will maintain a vision to the mission and vision of the District and ensure the safety and security of students and staff are the first priority of the District.

The committee will reinforce the importance of collaboration between the District and community.

The District Re-entry Plan will be based upon guidelines from the WDE and Public Health to safely reopen schools in the Fall of 2020; Wyoming State Orders from Governor Gordon and State Health Officer, Dr. Alexia Harrist; and Crook County Orders from County Health Officer, Dr. James Larsen.

The re-entry plan must have flexibility for students, families, and employees in higher risk categories.

The result will be consistency in quality instruction across the district to the greatest extent possible recognizing the importance of emotional, instructional, and physical well-being of students and staff.

The Crook County School District understands the importance of working together with the parents to create a successful and positive school environment. Please review this plan to gain an understanding of the efforts being made to provide a safe learning environment for students and staff.

Posted below are some of the highlights from our survey to staff and parents in June. This information was used as a guide to help develop our reopening plans.

#### Survey highlights:

- 82% of parents surveyed are ready to send their children to school in August and prefer a face to face format.
- Parents requested more direct instruction
- Parents requested a uniform platform for all students. Out of 121 respondents, the following were selected.
  - Google Classroom 49
  - Email 82
  - Dojo 35
  - Zoom 86
  - Paper Packets 85
  - Textbooks 20
- Difficult to assess progress (teachers)
- Teachers work in grade levels and content teams (teachers)
- Busy work - quality not quantity
- Structure - platforms and schedules more consistent
- Tech. and academic support for homes
- Working parents could use added support

#### Devices and connectivity

20% could use more devices

16% of our homes had poor internet service - 52% were due to location & 7% chose not to have internet

15% of homes responded their connectivity was poor

## TIER DEFINITIONS

TIER I: Open - Buildings will operate under normal conditions with some practical precautions such as: spacing students as much as practical, making hand washing and sanitizing hands part of the daily routine, utilizing personal water bottles rather than drinking fountains, conducting in-person classes and activities, as appropriate, minimal adapted learning on a limited as-needed basis. Most students will attend school at the same time under the provisions of current health orders. Social distancing, hand

washing, and face coverings to the greatest extent possible and buildings open to all students.

TIER II: Hybrid - Buildings will operate under normal conditions with some practical precautions such as: increased level of disinfecting and cleaning, some students and staff may be under quarantine and learning or working from home.

Combination of in-person and adapted learning is required due to local or state health directives. Social distancing and face coverings to the greatest extent possible for those attending in person. Buildings open to some students.

Tier III: Closed - School buildings closed to students due to local or state health directives or orders. School districts will follow provisions in the approved adapted learning plan. Buildings not open to students. The district will provide technology support for households to address inequities. Instruction will include live and recorded instruction, collaborative lessons, hands-on activities, learning packets, and scheduled communication. Materials and meals will be delivered utilizing district transportation.

## **INSTRUCTION DELIVERY**

The Crook County School District will utilize three viable delivery platforms: On-Campus (Tier I), Hybrid (TIER II), and Remote Learning (Tier III). Definitions of each Tier are listed above.

District surveys collected in June were considered when adopting the instructional delivery options for the fall of 2020 with 83% of the homes indicating they were ready to return to a brick and mortar teaching environment.

Tiers I and II will look very similar, teachers will be teaching students on campus with students off campus participating synchronously. The main difference between Tier I and II will be the percentage of students working from home. Tier III will be entirely a remote learning platform with teachers instructing from their classrooms on a regular schedule and students participating from their residences.

## **COMMUNICATION**

The district will follow the CCSD#1 [Communication Plan](#) posted on the school's website. This will include messages from School Messenger with voice, text, and emails.

Information will also be posted on the School's websites and the District's facebook page.

Newspaper articles will be shared with the Wyoming Pioneer, Moorcroft Leader, and the Sundance Times.

In the event of either a COVID-19 closure or a shift to hybrid teaching, teachers will utilize Google Classroom, Zoom for delivering instruction, district email, and ClassDojo for communicating with students and parents.

A community meeting will be held in each community prior to the start of school by the superintendent, principals, and school nurses to share the district's plan for keeping students and staff safe and to address questions.

The Superintendent held stakeholder meetings in each of the three communities on August 4th, 5th, and 6th. Parents and caregivers were informed of the meetings through emails, facebook, and school messenger. Parents and caregivers were provided the opportunity to ask questions and give input on the District's Smart Start Plan.

School nurses will serve as the contact person for all COVID -19 questions and will work closely with our Public Health Department.

## **STUDENT ARRIVAL AND SAFETY (TIER I AND TIER II)**

As we move forward with a brick and mortar format, many new contingencies will be in place to reduce the risk of exposure or contamination. Student and staff safety will remain our priority. Students and staff considered to be in a high risk category should consult their physician.

- Concurrent enrollments will follow the District's procedures identified in the District's Smart Start plan and Adaptive Learning Plan as necessary. The District will provide internet access and devices as needed for Dual classes.
- The district will share COVID-19 screening protocols with all student residences and encourage parents to be alert for signs of illness and to keep students home if they are ill.
  - Fever (100.4 or higher) or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste
  - Sore throat
  - Nausea/vomiting/diarrhea
  - Congestion/runny nose – not related to allergies

### **Arrival at school**

- All students will be directed to use identified entrances for arrival and dismissal to reduce congestion and students socializing before and after school.
- Staff will direct students to wash their hands or use hand sanitizer before lessons begin. Students will be encouraged to repeat the process at the end of the class.

Students sharing manipulatives will be required to wash their hands before and after using classroom objects.

- Staff will be on alert for recognizing COVID-19 symptoms.
- If students are suspected of being symptomatic, they will be sent to the school nurse.

**Social Distancing** The most protective method incorporates social distancing (maintaining 6 feet of distance from others) to eliminate or minimize exposures due to close contact with a child who may or may not have symptoms during screening. This precaution will be utilized when feasible.

**Face Coverings** At this time, with guidance from Public Health, face coverings will be required when social distancing of six feet or more may not be maintained. CCSD will provide face coverings for all students and staff. The use of face coverings will be routinely monitored with input from our Public Health officials regarding current trends in the district.

For students with a medical condition that prevents them from wearing a face mask, a face shield will be provided by the District. If the student is unable to wear a face mask or face shield due to a medical condition, Crook County School District will require medical documentation from the student's parent/ guardian and the student's medical provider.

The District will provide a face shield, for students whom a face mask may interfere with the ability to effectively participate in the educational activities or may increase the risk of disease transmission because of increased hand to face contact. This will be at the discretion of the District certified professional educator(s).

**General Hygiene Practices** Nurses, teachers and staff will support student learning regarding hygiene and COVID-19. Teaching will include, but may not be limited to:

- Proper handwashing
- Cover coughs/sneezes (elbow, tissue)
- Staying home when ill.
- In order to minimize disease transmission when not utilizing a 1:1 device ratio, teachers and students will refer to CCSD's technology sanitation guidelines beginning on page 13 of this document.

Students or staff who exhibit COVID-19 symptoms will be required to go home.

- Students or staff exhibiting symptoms will be isolated from others and provided a mask by the teacher until parents arrive to pick them up.
- School Nurses will be provided the appropriate personal protective equipment (PPE) for assisting symptomatic students.
- Public Health will be notified and the district will follow guidelines provided.

### **Tracking and Reporting**

- Parents will be required to notify the school nurse of a COVID-19 diagnosis.
- Staff will be required to notify the Human Resource Office of a positive COVID-19 diagnosis.
- CCSD will notify Public Health of all identified cases.
- Public Health will notify the school nurse of all students and staff testing positive for COVID-19.
- Public Health will perform all tracking and contacts, with assistance from CCSD as requested.
- CCSD will follow all guidelines from Public Health for student and staff re-entry as well as any closures.

### **THROUGHOUT THE SCHOOL DAY**

- Students will be taught the importance of personal protection against COVID-19 transmission. This will include: hand washing, social distancing, mask if appropriate, and disinfecting and wiping down desk and equipment.
- Teachers will review and incorporate learning platforms and procedures that will be utilized if a student or teacher is quarantined in order to smoothly transition to a hybrid learning style.
- Teachers will review and incorporate procedures for a school closure for a smooth transition should Public Health request a school closure.
- Data will be collected at the beginning of the school year to determine and identify connectivity problems in area homes.
- Drinking fountains will be shut off and students will need to rely on water bottles throughout the day.

### **TRANSITIONS**

- Students and staff will work together to schedule transitions for the least amount of exposure.
- CCSD will follow guidance from our local public health officials.
- All cleaning, restrooms, and otherwise will follow recommendations from county Public Health officials.
- Additional equipment and supplies recommended by CDC have been purchased to be used in the cleaning process.
- Hand sanitizing stations are provided at all building entrances for patrons to use upon entry.
- If applicable, teachers will travel to classrooms for instruction, such as specials.
- If applicable, classes may be held outdoors to reduce exposure, such as physical education.

**Visitors will be restricted to the office.**

## HOME SCHOOLING

The following notice was published in all community newspapers on the week of July 29, 2020:

CCSD#1 will follow the relevant Wyoming State Statute 21-4-101(a)(v) in cooperating with parents who wish to have their children receive education in a home school environment as an alternative to attending public or private schools.

If you wish to home school your child(ren) during the 2020-2021 school year, please fill out the application which is available by contacting the Office of the Superintendent, PO Box 830, Sundance, WY, 82729-0830 (283.2299).

## TIER III

- CCSD will comply with any public health recommendations regarding cleaning of facilities.
- CCSD staff in the buildings will be provided PPE.
- CCSD staff and employees in buildings will adhere to current health department guidelines in regard to social distancing and PPE.
- CCSD will operate under the provisions of the approved district adapted learning plan
- CCSD teachers will conduct remote learning from their individual classrooms as allowed by Public Health.

## TRANSPORTATION

- Regular bus routes will be maintained.

- The district will make attempts to reduce the numbers of students and keep them distanced when practical.
- Parents and guardians will be encouraged to transport their children when feasible.
- Enhanced cleaning procedures will be practiced by all transportation employees and departments.
- Buses will be sanitized after each route or event.
- Buses will be fogged on a rotational basis.
- Social distancing will be implemented as much as practical.
- Family members will be seated together.
- If social distancing is not practical, masks will be required and the District will comply with all state health orders issued by the state of Wyoming.
- The enhanced cleaning procedures implemented by staff will be in accordance with guidance stipulated by pertinent state and/or federal agencies.
- All transportation employees will receive training prior to performing transportation duties.
- Bus drivers and transportation paras within six feet of students or staff for 10 minutes or longer should wear PPE.
- All transportation personnel will be required to follow all COVID-19 health procedures.
- Information regarding transportation expectations will be shared with all parents and students through email, facebook, and school messenger. This will occur at the start of the school year and anytime a change is to occur. Also, parents/ caregivers will be required to sign a policy agreement that they will abide by District expectations and current public health state and local guidelines.
- An isolation area will be available for students exhibiting COVID-19 symptoms.

## **FACILITIES**

Crook County School District is dedicated to a safe and clean learning environment for students and staff. At this time, CCSD has invested in extra equipment and cleaning supplies to maximize these efforts. All cleaning procedures comply with state and federal guidelines. Additional cleaning personnel may be needed for disinfecting during the school day.

Signage will be posted in visible locations promoting protective practice to keep themselves and others safe.

The district has purchased additional foggers for disinfecting at a regularly scheduled time. Foggers provide a method of disinfecting which reaches all surfaces and hard to reach areas.

Sneeze guards have been purchased to protect office staff.

Transportation personnel will be provided with PPE as well as structural barriers if possible.

Additional tables, chairs, and desks will be provided to improve social distancing.

Staff and students when practical, will practice cleaning for COVID-19 at the end of class periods or when finished with manipulatives.

High contact areas will be cleaned as needed and practical.

Custodians use disinfectant for everyday cleaning.

Soft and porous materials may be removed and stored to reduce the challenges of disinfecting them.

Students will be arranged facing the same direction and spread out as much as practical.

Masks or face coverings will be recommended in areas where social distancing cannot be maintained.

## **INSTRUCTION AND TECHNOLOGY (TIER I AND TIER II)**

During all three tiers: Open, Hybrid, and Closed, state and local health guidance will be followed. During tier I, instruction will consist of a traditional brick and mortar platform for all students and staff able to attend. Exceptions may be made for students to take part via remote education if they or immediate family members fall into the high risk group for COVID – 19. Instruction will continue to focus on priority standards. In the first few weeks of school, instructors will introduce and practice with Google Classroom as the platform that will be incorporated for Tier I and Tier II circumstances. All instruction will be synchronous instruction during Tier I and Tier II. If and when CCSD is directed to move to a Tier III status, all attempts will be made to remain in synchronous instruction with staff working from their rooms following recommendations from county and state Public Health.

Tier II will look much like tier I with more students and possibly staff working remotely due to a quarantine condition. All steps and training will take place early in the school year to make any transitions seamless from school to residences.

Attendance will be taken in the traditional fashion for students on campus or attending remotely, twice a day for elementary students and by class periods for secondary.

## **CCSD #1 Device Sanitizing Strategy for computers and electronic devices**

In preparation for the 2020-21 school year, we suggest the following measures for sanitizing electronic devices including laptops, chromebooks, iPads, as well as peripheral devices such as external keyboards, mice, DVD players, and other computer accessories.

Please be aware that the main cleaning and sanitizing will be done by building custodial staff and with district supplied cleaners. It will be asked of the teachers and staff to facilitate cleaning of high-touch areas and devices throughout the school day. This document specifically focuses on district owned computers, chromebooks and ipads.

All electronics in shared and public locations should be frequently sanitized. It is our suggestion that these devices should be cleaned at least once daily and between each class or group of students in computer labs settings. Special attention given to high-touch areas of the devices.

### ***Follow These Guidelines***

- Encourage and enforce hand washing and sanitizing before and after use of devices. Remind students to contain coughs and sneezes into the crook of the arm.
- Using a Clorox disinfectant wipe or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, keyboard, tracking pad/mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.
- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- If using a cleaning solution not already pre-applied to a cloth, spray the cloth first. Cloth should be damp but not dripping wet. Squeeze excess solution out of wipe or cloth before cleaning to ensure moisture does not get into any openings to avoid damage.
- Avoid excessive wiping and submerging item in cleanser to avoid damage.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Never spray cleaner directly on an item.
- **Overuse does not provide any additional protection and can expose students and staff to harmful chemicals.**
- Do not use fabric or leather surfaces on items, as this can scratch or damage to the items.

When cleaning electronics it is important to follow the manufacturer recommendations for specific cleaning requirements. The guidance provided was adapted from the CDC: Cleaning &

Disinfecting Schools, Apple “How to Clean your Apple Products”, and DELL “Guidance for keeping your technologies clean”. If you have other devices in your classroom, please seek the manufacturer suggested protocols for cleaning and sanitizing your device or contact the tech department. Be extra cautious with displays, lenses and glass on SmartBoards, TruTouch TVs, projectors, and cameras.

## **Professional Development**

CCSD will provide training in the district identified platforms prior to and during the start of the 2020/21 school year.

Technology Facilitators and identified staff have accepted the role for developing and implementing professional development for all staff to meet the needs of remote learning.

## **IDENTIFIED PLATFORMS FROM DISTRICT SURVEY**

- Google Classroom
- Dojo
- Zoom
- Packets
- District email
- School Messenger

## **Devices**

The district has the capacity to move to a one to one platform should the need arise. The additional devices were purchased with GEAR funds through the Governor’s office. Hotspots were also purchased and will be shared with homes lacking connectivity.

## **Assessments**

Curriculum teams and the technology departments will work to develop assessment options.

Multi-Tiered Systems of Support, (MTSS) teams will conduct regularly scheduled meetings to identify and provide interventions for identified learning gaps.

One Friday each month will be dedicated to interventions and filling academic gaps in students learning. Students will be identified through MTSS meetings along with the following practices:

- Literacy First Phonological Awareness-Kindergarten & 1st grade
- ESGI (Educational Software for Guiding Instruction) for data collection in grades kindergarten through second grade.
- Literacy First Phonics-Kindergarten, 1st grade, 2nd grade (newly moved/lower/SPED/missing mastery 3rd grade)
- Literacy First Primary Comprehension-1st & 2nd grades (newly moved/lower/SPED/missing mastery 3rd grade)
- Literacy First Intermediate Comprehension-3rd grade (any 2nd grade students who mastered the primary comprehension assessment)
- Leveled Literacy Intervention Benchmark Assessment-4th & 5th grades
- K-12, in the past, we looked at the spring state testing scores. Since we did not give a spring assessment, teachers will utilize MAP testing in the fall.

School Counselors will be notified of non-engaged students and parental meetings will be scheduled for interventions.

Depending on numbers, school counselors will serve as academic coaches for remote students. At this time less than 30 have been identified throughout the district.

### **TIER III**

CCSD will implement an adapted learning plan when state or local public health directives or orders require schools to close.

CCSD will operate under the provisions of the approved district adapted learning plan.

- This will include synchronous instruction over a zoom platform.
- Edgenuity may be used as a support curriculum for homebound instruction or quarantined students.

### **QUARANTINED STAFF EXPECTATIONS**

District protocol for quarantined staff. The following procedures are in place for staff that are identified as exposed and not ill, or staff that have tested positive but are well enough to teach from home. CCSD #1 hires teachers to work with students because we feel this is how students learn best. We will do what we can to keep our teachers in our classrooms or connected remotely if needed.

Certified: Teachers will be expected to interact remotely with their classes on a regular schedule. This must include four or more interactions each day that may look something like this;

**Elementary:** This is generic and I know specials, recess, and lunch will all impact how this will look for each teacher. It could look something like this:

- 8:00 - Overview of the day/morning
- Mid Morning – Check in: how are things going, this is next
- 11:00 – wrap up before lunch
- 12:30 – refocus and provide overview for the afternoon
- Mid Afternoon - Check in: how are things going, this is next
- 3:30 – wrap up the day and set plans for the next day

**Secondary:** The teacher will zoom in at the beginning of each instructional period to provide direct instruction for the students and the substitute teacher and explain what the remainder of the class period should look like. They may need to zoom in to check for understanding at the end of the period and clarify any unanswered questions.

**Classified:** Depending on positions, bus drivers, cooks, custodians will have a difficult time performing duties, but will be available for support as needed if and when requested by their supervisor. Classroom paras will be available to connect remotely for small group instruction or individual lessons. They can also be available for classroom support as needed or requested by their supervisor.

## **SPECIAL EDUCATION**

As per Federal and State law, each student on an IEP and their IEP service and programming will be considered on an individual student basis as students are transitioned back into the district. To best ensure the safety of both students and staff while providing a Free and Appropriate Education (FAPE), CCSD #1 will educate students on IEPs in the Least Restrictive Environment (LRE) while employing a three level Personal Student Safety system to determine the appropriate measures of student safety support.

The levels identified below will be reviewed by all Special Education Staff for familiarity.

### Levels of Personal Student Support

- Level 1 – Students on an IEP receive appropriate instruction or support in a regular setting or environment while maintaining expected safety standards such as adequate

social distancing dependably and without intervention, within the same perimeters of the students' regular education peers.

- Level 2 – Students who require support or programming within the six-foot range or even in close personal contact. This does not need to be throughout the entire school day but may be during times of the day a student receives a particular service such as Speech or Occupational Therapy.
- Level 3 – Students who require constant personal contact for a variety of reasons and to a level that requires maximizing safety for both staff and students. This would include but not be limited to students who may require feeding, toileting, more hands on therapy situations as well as in-class support and those students whose behavior may require proximity. Due to the uniqueness, duration and sometimes intensity of students whose programming falls within Level Three, to better ensure the safety of both students and staff, more thorough and daily health screenings, including the taking of the student's temperature, will be conducted at the beginning of each day. Additional staff training and training reviews will be conducted to ensure safety measures are maintained throughout the school year. Students who may be medically fragile or whose health is at greater risk, may also fall under a Level 3 designation.

In all Tiers, the District will provide all specially designed instruction and related services as indicated on each student's IEP. The District will include parents in any decision making in relation to the design on the IEP and notify them in writing of any changes.

A variety of measures for determining appropriate PPE for the needed programming tools will be considered for each student on an IEP. Considerations include but are not limited to: sneeze guards, face shields as well as see-through masks for staff such as Speech Therapists/Teachers of the Deaf who work closely with students on language therapy and work closely with students working on oral motor functioning. Additional considerations include those students who may require closer personal contact for either therapy sessions or academic support. Examples of this may include an Occupational Therapist who is working more hands on with a student and some fine motor therapy or a para-educator who needs to sit near a student in a classroom to support a student working on a classroom assignment.

## **NUTRITIONAL SERVICES**

### **(TIER I AND TIER II)**

Nutrition staff will follow all district, local, and state health department's recommendations while working. Nutrition employees will follow personal protective equipment (PPE) guidelines set by district, local and state and state health departments while working.

- Nutrition staff will wear face masks, gloves, and protective barriers will be in place.
- Cleaning and sanitation protocols will meet or exceed USDA, state health department, and federal food service guidelines.
- Signage will be posted outlining proper distancing and personal hygiene.
- There will be no self-serve lines.
- Social distancing and hygiene protocol will be maximized for groups that eat in the cafeteria areas.
- Extra tables and chairs will be provided to aid in social distancing.
- Available space will be made available to meet distancing recommendations.
- All tables and areas will be disinfected between lunch groups.
- District staff will enter all student lunch data.
- To go containers will be provided to allow secondary students and staff to eat elsewhere.
- Individual condiment packets will be provided.
- Individually packaged utensils will be provided.
- The District nutrition services will operate in a manner which maximizes social distancing, use of face coverings, and appropriate hygiene measures. Individual self-serve items will be eliminated for students, and instead will be served by a member of the nutrition staff. All cleaning and sanitation protocols will meet or exceed the USDA, state health department and federal food service guidelines.
- The District will follow CDC and all local, state and federal guidelines for nutrition services.

### **(TIER III)**

Nutrition staff will follow all district, local, and state health department's recommendations while working. Nutrition employees will follow personal protective equipment (PPE) guidelines set by district, local and state health departments while working. Cleaning and sanitation protocols will meet or exceed USDA, state health department, and federal food service guidelines.

The Nutrition staff will follow all guidelines in Tier I and Tier II if students are allowed on campus on a limited basis.

The District will follow CDC and all local, state and federal guidelines for nutrition services.

The District will follow USDA guidelines for serving meals to virtual students.

The District nutrition services will operate in a manner that maximizes social distancing and the use of face coverings.

### **ACTIVITIES**

CCSD #1 will follow the recommendations set forth for all school activities by WHSAA, Public Health, The WY Dept. of Health, and the Crook County School District.

The District intends to operate student activities in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures.

When social distancing is not possible, staff and students will wear face coverings to the greatest extent possible. For athletics, face coverings will be worn by coaches, staff, officials, parents and spectators whenever six feet of separation cannot be maintained. Players should restrain from wearing face coverings during strenuous activity.

Coaches and sponsors will screen all participants for COVID-19 symptoms prior to any activity.

A tracking sheet will be used for all practices and competitions.

Shared equipment will be cleaned between uses as much as is practical.

### **COMMUNITIES**

The Crook County School District is made up of three attendance centers. Each community has its own challenges when addressing the recommendations for COVID-19. Building principals, with input from staff and parents, will develop protocols for meeting the recommendations for COVID-19. These challenges will include student

arrival, transitions, dismissal, nutrition, and others. Each building will follow all recommendations from state and local health departments.

## **COUNSELING**

MTSS teams with school counselors will monitor the social and emotional status of students as they return for the 2020/21 school year. MTSS teams and counselors will be focusing on the mental health of students and possible academic gaps that may have developed from the remote learning and summer. Identified students will be provided academic support or referred for further counseling. Our counselors, with assistance from principals and other staff as needed, will fill the role of academic coach for all homebound or remote learning students.

## **SCHOOL NURSES**

School nurses will serve as the liaison between public health and school and assist public health with tracking and reporting as needed. School nurses will also provide support for school counselors as academic coaches when requested. School nurses will also be the contact person for parents and guardians as students are identified during screening.

## **CLOSING THE GAP**

The Reading Specialist, with input from parents and teachers, will identify students' reading level and will focus on differentiated small groups. The small groups will be developed using data and reevaluated at set intervals. During the scheduled times, teachers will engage students in Enrichment/Reteaching (ER) and Guided Reading (LLI) according to their individual needs. Testing will include Fall MAP testing, ESGI (Educational Software for Guiding Instruction) assessments, classroom common assessments. Edgenuity will be used as an intervention tool to provide support for students.

In addition, we offer an after-school study hall for individualized tutoring.

CCSD has dedicated one Friday each month for interventions to assist students that may require extra support.

## **HUMAN RESOURCES**

Crook County School District hopes that everyone can return to and find pleasure in their work. The safety and well-being of our staff and students remains our priority. Measures have been put in place to help keep everyone safe. We are working with the

Wyoming Department of Education and Public Health to ensure we are taking the proper steps to achieve this.

Students and staff exhibiting symptoms of COVID-19 are required to stay home. Any staff member or student testing positive for COVID-19 is required to notify the school.

- Employees are expected to report to work if they are healthy and show no symptoms.
  - Employees who show any of the above symptoms must stay home and must provide a release prior to returning to work.
  - Employees unable to return to work because of a compromised immune system or other health conditions must provide medical documentation from their health care provider to Human Resources at Central Office.
  - Employees with an illness, injury, or surgery/medical procedure recuperation which lasts longer than three consecutive days must report the incident to the Human Resources Office. These incidents will automatically trigger the Family Medical Leave Act (FMLA) requirements.
    - FMLA provides 12 weeks of job protection; however, it is not paid leave.
    - Employees must use available sick leave, personal leave, and vacation (if granted) during this time.
    - If FMLA is exhausted, the employee may have to choose to work or be terminated
    - For more information on the use of sick leave, sick leave bank, quarantine information, and physician's notes, please contact the Human Resources Office.
- Working remotely must be approved by your immediate supervisor and the Human Resources Office.

**Families First Coronavirus Response Act** Employees **may** be eligible for emergency paid sick leave under the Families First Coronavirus Response Act. Full-time employees are entitled to two weeks (80 hours) of leave, and part-time employees are entitled to the typical number of hours they work in a typical two-week period.

Following are the provisions for use of this leave:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- The employee is caring for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees who feel they are eligible for paid leave under the Families First Coronavirus Response Act due to any of the above situations, should contact the Human Resources Office.

***Emergency Family and Medical Leave Expansion Act Employees must have been employed by CCSD at least 30 days to be eligible for job protection under the Emergency Family and Medical Leave Expansion Act.***

- This Act allows FMLA job protection for up to 10 additional weeks for those affected with COVID-19 related illness and public health emergencies when such leave exceeds the initial 10 days covered under the Paid Sick Leave. (Traditionally employees must work 12 months or 1250 hours prior to being eligible for FMLA job protection). These rights extend through December 31, 2020.
- The Medical Leave Expansion Act can only be used when an employee must care for a child whose school or place of care is closed, or the child care provider is unavailable due to COVID-19 related reasons.

Employees who feel they are eligible for paid leave under the Medical Leave Expansion Act due to any of the above situations, should contact the Human Resources Office.

# APPENDIX

## COVID-19 Glossary of Terms (from the University of Virginia)

**Asymptomatic** Not showing any symptoms (signs of disease or illness). Some people without any symptoms still have and can spread the coronavirus. They're asymptomatic, but contagious. Fever, cough, and shortness of breath are the main symptoms of COVID-19. Call your healthcare provider or a UVA clinic if you have any of the symptoms.

**The Centers for Disease Control (CDC)** The United States States' federal health protection organization.

**Communicable** Similar in meaning as "contagious." Used to describe diseases that can be spread or transmitted from one person to another.

**Community spread** The spread of an illness within a particular location, like a neighborhood or town. During community spread, there's no clear source of contact or infection.

**Confirmed case** Someone tested and confirmed to have COVID-19.

**Congregate settings** Public places that can get crowded and where contact with infected people can happen. This includes places like malls, theaters, and grocery stores.

**Coronavirus** A family of related viruses. Many of them cause respiratory illnesses. Coronaviruses cause COVID-19, SARS, MERS, and some strains of influenza, or flu. The coronavirus that causes COVID-19 is officially called SARS-CoV-2, which stands for severe acute respiratory syndrome coronavirus 2.

**COVID-19** The name of the illness caused by the coronavirus SARS-CoV-2. COVID-19 stands for "coronavirus disease 2019."

**Epidemic** A situation where more cases of disease than expected happen in a given area or to a group of people.

**Epidemiology** The branch of medicine that studies how diseases happen and spread in communities of people. A person who studies epidemiology is called an epidemiologist.

**Flattening the curve** Controlling the rate of new cases of COVID-19.

The "curve" refers to a graph showing the number of cases of COVID-19 that happen over a period of time. Many cases happening in a short period of time create a graph that looks like a tall spike.

By using protective measures, we can slow down how many new cases happen. This is the “flattening” of the curve – on the graph, the flattened curve winds up looking more like a gentle hill.

Too many new cases happening in a short time can create a serious problem. Hospital systems only have so many supplies, like beds and PPE. There are also only so many doctors, nurses and other healthcare workers. Too many patients at one time can overwhelm these resources. This means sick and injured people may not get needed treatment.

Flattening the curve reduces the numbers of people needing healthcare at one time. This allows hospitals to treat patients throughout the pandemic.

**Immunity** Your body's ability to resist or fight off an infection. Your immune system is a network of cells throughout your body that help you avoid getting infected and help you get better when you are infected.

**Immunocompromised** Also called immune-compromised or immunodeficient. This describes someone who has an immune system that can't resist or fight off infections as well as most people. This can be caused by several illnesses. Some treatments for illnesses can also cause someone to be immunocompromised.

**Incubation period** The time it takes for someone with an infection to start showing symptoms. For COVID-19, symptoms appear 2-14 days after infection.

**Outbreak** A sudden increase of a specific illness in a small area.

**Pandemic** When a new disease spreads to many countries around the world.

**PPE** PPE Stands for personal protective equipment. This includes masks, face shields, gloves, gowns and other coverings that healthcare workers use to prevent the spread of infection to themselves and other patients.

**Person under investigation (PUI)** When a health provider suspects a person has the coronavirus. But, no test has confirmed the infection.

**Presumptive positive case** When a person tests positive for the coronavirus, but the CDC hasn't confirmed the case.

**Quarantine** Sometimes called "isolation." Quarantines keep people away from each other to prevent the spread of disease. Stay-at-home orders are a type of quarantine.

Governments sometimes order quarantines to keep healthy people from exposure to infected people. They give rules to behavior and boundaries to movement.

**Screening** This is not the same as a coronavirus test. This step helps healthcare workers to decide if you actually need a coronavirus test. It's a series of basic questions about your

health condition and recent history. Screening may also include other common healthcare procedures, like taking your temperature.

**Self-isolation** Also called self-quarantine. Separating yourself when you're sick from healthy individuals to prevent spreading illness.

**Shelter in place** An order for people to stay where they are and not leave for their own protection. A stay-at-home order is a kind of shelter-in-place order.

**Social distancing** Also called physical distancing. It means putting space between yourself and other people at all times. The goal is to slow down how fast an infection spreads. Stay-at-home orders are a way that the government can enforce social distancing.

The CDC recommends keeping at least six feet between you and others around you in public. Social distancing also includes avoiding crowds and groups in public.

**Symptomatic** When a person shows signs of illness. For COVID-19, that includes cough, fever or shortness of breath.

**Ventilator** A machine that supplies oxygen to a patient with severe lung issues. People with severe cases of COVID-19 can't provide enough oxygen to their body. Their lungs are too limited.

A ventilator machine requires a specialist or respiratory therapist. It is more invasive than an oxygen mask. Many hospitals don't have a supply of ventilators big enough for the COVID-19 outbreak.

**World Health Organization (WHO)** This United Nations organization monitors and protects public health around the world.

**Zoonotic** This means that a disease was originally detected in animals, but is now infecting people also.

Resources used in developing the CCSD #1 Smart Start Plan

<https://www.cdc.gov/>

[Wyoming Department of Education Smart Start Plan](#)

[Crook County Public Health](#)

[Crook County Planning Committee](#)

Wyoming High School Athletics Association Smart Start Plan (pending final document)

TSCD Smart Plan

CCSD Smart Plan