



**WINFIELD R-IV SCHOOL DISTRICT**

**SAFE RETURN TO IN-PERSON INSTRUCTION  
AND CONTINUITY OF SERVICES PLAN  
(SRCSP)**

**2021-2022**

**IN RESPONSE TO COVID19**

# INTRODUCTION

The Winfield R-IV School District administrative team employed a committee approach to organize and develop systems in place for the District's reopening amid the COVID19 pandemic. The goal of this process was to produce a plan to promote superior instruction for all students and foster trusting relationships between all stakeholders while reducing the impact of COVID-19 conditions during the upcoming school year. Our administrative team has met throughout the summer months to collaborate and plan for our students' re-entry addressing the following areas:

- Academics
- Personnel
- Health and Wellness
- Facilities and Technology
- Communications
- Transportation
- Morning student arrival and supervision

Throughout the process, input provided by parents, guardians, employees, and students through the Feedback Survey for Reopening School Fall of 2020 was utilized. Additionally, the District gathered information and guidance in weekly meetings with the Lincoln County Health Department throughout the planning process. In addition to the Lincoln County Health Department, the guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), The Department of Elementary and Secondary Education, the Department of Health and Senior Services, and other federal, state and county agencies or resources.

The product of this effort is the creation of a realistic, balanced, and sustainable plan for the 2021-2022 school year. The plan is fluid as the situation around COVID19 continues to evolve. Updates and modifications to this plan will be made as necessary

## Mitigation

The following is guidance provided in the DESE and DHSS Missouri School Reopening and Operating Guidance Document revised in May 2021:

At this time, there are no absolute thresholds in place at the state level that trigger the closing of a district or building. It will be critical for schools to track cases and clusters in their school community, as this may be the most important factor in determining if a change is necessary. The CDC has updated information on which factors within the community should be reviewed to determine when and under what conditions in-person learning can be provided safely. The New Indicators and Thresholds for Community Transmission of COVID-19 from the CDC's New Operational Strategy for K-12 Schools through Phased Mitigation include:

- Total number of new cases per 100,000 in the last seven days
- Percentage of positive tests in the last seven days

Schools that are open for in-person instruction may decide to remain open even at high levels of community transmission. These decisions should be guided by information on school-specific factors such as mitigation strategies implemented, local needs and the number of cases among the school community. Per the CDC, "a decision to remain open should involve considerations for further strengthening mitigation strategies and continuing to monitor cases to reassess decisions. This should be driven by a 'classroom-first' approach; in-person instruction should be prioritized over extracurricular activities including sports and school events, a common source of school transmission, to minimize risk of transmission in schools and protect in-person learning."

### **Universal and Correct Wearing of Masks**

Masks will be encouraged, but not required, for individuals while on District property with the exception of District transportation, where masks are required by federal order (<https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>). Recommendations from the CDC and other state and local health agencies will be available and shared with stakeholders.

### **Physical Distancing (Including The Use of Cohorts/Podding)**

Physical distancing will be encouraged when instructional practices and space allow. In the school setting maintaining a physical distance of three feet or greater between individuals at all times is not possible but the District will utilize and encourage social distancing between individuals, where feasible.

### **Employee Social Distancing**

District employees who are not fully vaccinated should maintain a distance of 6 feet or more from others, where feasible. The District recognizes that in a school setting maintaining such a physical distance at all times is not possible and student safety and needs may require close proximity.

### **Handwashing and Respiratory Etiquette**

Proper handwashing will be taught and practiced. Hand washing stations and/or sanitizer will be available for use throughout District campuses. Students and employees will be encouraged to cough and sneeze into their elbow. Building nurses will encourage students and staff to wash their hands using different methods such as, flyers, bulletin boards, demonstrations, etc.

LINCOLN COUNTY R-IV SCHOOL DISTRICT  
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This re-entry plan is subject to change due to updates and guidance from local, state, and national health guidelines.

Students and employees will be asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content will be used and will be available in each classroom, office, and other locations throughout each building.

Additionally, individuals should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. All individuals should cover their mouth or nose with a tissue when coughing or sneezing or use the inside of their elbow.

Students and employees will be provided information and training on preventive hygiene.

## **TIERED APPROACH FOR INSTRUCTION**

For the 2021-2022 school year the District will utilize a tiered approach for instruction. Information and direction about the tiers will be sent to all employees, students, and parents before implementation. Please reference the summary of the two possible tiers of instruction below.

TIER 1	<ul style="list-style-type: none"> <li>• No Restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• In-person learning offered to all students with additional safety guidelines</li> <li>• Families may complete an application process requesting virtual instruction for a minimum of one quarter in grades K-5 and minimum of one semester for grades 6-12.</li> <li>• May include short term closures as necessary. During short term closures the district’s Alternative Method of Instruction Plan will be implemented.</li> <li>• Students who cannot attend instruction due to COVID-19 quarantine per local or county health official guidelines, will be served on an individual basis as identified by the district’s Alternative Method of Instruction Plan.</li> </ul>
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TIER 2	<ul style="list-style-type: none"> <li>• State or local long term closure order.</li> <li>• Evidence of District-wide transmission of COVID 19 and recommended closure by LCHD.</li> <li>• Evidence of widespread community transmission in Lincoln County and recommended closure by LCHD.</li> <li>• Low staff and/or student attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• All students will receive distance learning.</li> </ul>
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# **ACADEMICS**

## **TIER 1-ALL STUDENTS OFFERED FULL TIME INSTRUCTION WITH A VIRTUAL INSTRUCTION APPLICATION PROCESS OPTION**

- **IN PERSON ACADEMIC OVERVIEW**

### **STUDENT SCREENING AND REPORTING PROTOCOLS**

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, parents/guardians are asked to monitor their child for COVID 19 symptoms daily. COVID 19 symptoms include:

- A fever (100 degrees F or higher), or a sense of having a fever (flushing)
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

If a student is experiencing COVID 19-like symptoms the student should stay home and the parent/guardian should report the absence and symptoms to their child's school office.

Additionally, parents/guardians are asked to contact the school office if their child has been exposed to COVID19 in the last 14 days or is seeking testing for COVID 19.

### **STUDENT DEVICE ACCESS**

The school district utilizes Chromebooks for instructional purposes in all grade levels. All Middle School and High School students will be assigned a Chromebook at the beginning of the school year which will travel to and from school with the student daily. Students in grades K-5 will be assigned a Chromebook at the beginning of the school year which will remain at school unless a district closure is foreseen. In the event that the district closes for a period of time, Chromebooks with protective case and charger cord will be provided to all students in grades K-5. The district will provide school parking lots on the high school and middle school campuses which will have access to the district wireless network for families who do not have

internet access. Students quarantined from school will be provided a Chromebook to use for participation in online learning provided by the district.

The Winfield R-IV School District provides a number of resources for students who are served through an Individualized Education Plan (IEP), 504, or Student Support Team. Appropriate accommodations for students with disabilities with respect to health and safety policies in this document will be made as necessary or as mandated by the IEP or 504 Plan. If in-person instruction is interrupted by a COVID-19 shutdown students' individualized plans will be implemented.

### **APPROPRIATE ACCOMODATIONS FOR CHILDREN WITH DISABILITIES WITH RESPECT TO THE HEALTH AND SAFETY POLICIES**

Should any individuals need an accommodation with respect to health and safety policies and/or practices, the student and/or guardian should contact their building administration. Employees may reach out to their supervisor or Central Office.

### **STUDENTS WITH DISABILITIES REGARDING STUDENT HEALTH AND SAFETY**

The Winfield R-IV School District recognizes that not all disabled students fall under the classification of Special Education and or qualify for an IEP or 504 plan. In the instances, students with disabilities regarding the student's health and safety who do not meet the criteria of a 504 plan or an IEP will have their individual health and safety needs accommodated for through a Student Support Team. These teams will include building counselors, administrators, teachers, parents, and the student. Parents may also include interested parties who may bring valuable insight to the needs of the student such as a therapist, physician, etc... The Student Support Team will establish individual student support plans to accommodate the needs of all students with disabilities. The Student Support Team will do so following all applicable board policies of the Winfield R-IV School District.

### **STUDENTS WITH 504 PLANS**

504 teams including the building counselor, regular education teacher, building administrator, parent, and student will determine appropriate services and or accommodation depending on the current situation. This could be accomplished by adopting a new or revising an existing 504 Plan.

### **SPECIAL EDUCATION**

IEP teams will determine appropriate services based upon the current situation. This could be accomplished by adapting the Service Summary IEP page and Notice of Action.

### **HOMELESS STUDENTS**

All identified homeless students will be generated a class schedule and provided instruction as all other students. All other technology and accommodations will be provided by the district of origin.

## **ENGLISH LANGUAGE LEARNERS**

ELL teams will determine appropriate services based upon the current situation. ELL teacher swill join virtual meetings to provide support to students. In addition, ELL teachers will conduct one on one instruction and check ins with students/parents.

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

Winfield R-IV School District recognizes the importance of social and emotional well-being of students and staff as it relates to the COVID19 crisis. Accordingly, Winfield R-IV School District is committed to supporting the social and emotional wellness of our students and staff. Buildings will be offering resources and additional support to assist students and staff as we transition back to school. Support may include Social and Emotional (SEL) learning, relationship building, school community building and access to mental health/wellness services.

Families and schools will need to partner together to check how students are feeling and assess their individual needs to provide the support our students need. If you have any concerns, please reach out to your child's school.

### **Equity**

The District believes that every child deserves equal access to quality instruction regardless of race, religion, ethnicity, ability, gender, and socio- economic status. The District is committed to providing every child with the instruction and resources necessary to achieve their individual academic goals.

## **RESOURCES ON TALKING WITH CHILDREN ABOUT MENTAL HEALTH AND COVID 19**

### [o COVID-19 Parental Resource Kit:](#)

Ensuring Children and Young People’s Social, Emotional, and Mental Well-being to help support parents, caregivers, and other adults serving children and young people in recognizing children and young people’s social, emotional, and mental health challenges and helping to ensure their well-being.

### [o Helping Children Cope with Changes Resulting From COVID-19](#)

## **STUDENT REPORTING DURING VIRTUAL INSTRUCTION**

Students are expected to have daily engagement with courses and teachers during a virtual learning environment. If there is no contact/activity by a student during the week, teachers will email the student/parent and document in SIS parent contact log. If no contact after 2 weeks, the teacher will call the parent and document in SIS. If no contact after a parent call has been made, the teacher will notify the administration with a list of no-contact students. Administrators will

attempt to contact parents and or conduct a home visit if necessary and will notify the proper authorities if necessary.

**STUDENT LEARNING EXPECTATIONS**

<b>Grade Level</b>	<b>Daily Virtual Learning Time</b>	<b>Daily Virtual Learning Time Could Include:</b>
K-5	*Not to exceed 25 minutes per content area (Reading, Math, Science, SS, Writing/Word Work and Combined Sparkle (Art, Music, PE)	*Content based activities that encourage reading, writing and problem-solving. *Learning activities could include responding to documents and/or videos posted to the District learning platform by the teacher.
6-8	*Not to exceed 35 minutes per course per content area (ELA, Math, Science, SS and Combined Electives)	*Content based activities that encourage reading, writing and problem-solving. *Learning activities could include responding to documents and/or videos posted to the District learning platform by the teacher.
9-12	*Not to exceed 45 minutes per course	*Content based activities that encourage reading, writing and problem-solving. *Learning activities could include responding to documents and/or videos posted to the District learning platform by the teacher.

Note: These are approximations. Learning is measured by the student’s engagement and understanding of the content, not necessarily the time spent learning.

**STAFF LEARNING EXPECTATIONS**

Certified staff will be responsible for delivering daily virtual instruction that meets Student Learning Expectations. Teachers will record lessons and provide frequent and timely feedback to students. Live lessons and learning opportunities may also be utilized at times through Google Meet. Daily and weekly announcement/assignments will be distributed to students by 9 a.m. on Mondays via email and/or Google Classroom. Grades will be updated at minimum every two weeks. There will be minimum requirements established regarding how instructional materials

will be communicated and updated. Teachers will be responsible to meet regularly with their collaborative teams in a timeframe that is commensurate of a typical week of in-person learning.

## **TRANSPORTATION**

The school bus is often the student's first point of contact with the school in the morning and the last point of contact in the evening. We must adhere to protocols used in student transportation to minimize the spread of COVID-19 virus and protect both students and employees. We have adapted these guidelines and protocols with the most current guidance and recommendations from the CDC, Education Plus, the Missouri School Board Association (MSBA) and the Lincoln County Health Department.

## **RIDING ON THE BUS**

The following protocols have been established to combat the spread of COVID-19 and ensure contact tracing:

- Requiring drivers to wear face coverings during transportation
  
- Requiring all students in grades K-12 to wear face coverings during transportation (Per executive order of the President of the United States).
  
- Requiring seating assignments for all students.

## **SCHOOL BUS SAFETY**

- Modifications to Transportation - MSBA Pandemic Recovery Considerations: Re-entry and Reopening of Schools page 55, Lincoln County Health Department: School Guidance and Planning for COVID-19 page 6

- o Restricting any eating or drinking on the bus.

- o Keeping windows open to allow for air circulation when feasible.

- o Encouraging students to use hand sanitizer upon entry and exiting the bus.

We realize this may be a difficult adjustment for some families, and we appreciate your understanding and support during these unprecedented times.

## **HEALTH AND WELLNESS**

### **Contact Tracing in Combination with Isolation and Quarantine, In Collaboration with The State, Local, Territorial, or Tribal Health Departments.**

The District will continue to work with the Lincoln County Health Department in regard to contact tracing. Guidance from the CDC as well as the Department of Elementary and Secondary Education and the Department of Health and Senior Services will also be taken into consideration.

## **HEALTH PROTOCOL**

If an employee, student, contracted service provider or visitor becomes ill while on District property and is exhibiting symptoms of COVID19, they will be required to leave District property as outlined below.

Employees returning to work from an approved medical leave will contact their building administrator. Employees will be asked to submit a note from a healthcare provider before returning to work.

## **POSITIVE OR PROBABLE CASE OF STUDENTS/STAFF IDENTIFIED**

### **Isolate/Quarantine Probable Employee/Student**

Immediately separate employee or student until they can leave the building or be picked up. Staff should follow internal infection prevention policies regarding the use of PPE when interacting with these individuals. Any need for testing will be determined by the individual's healthcare provider.

### **Address and Isolate Employees/Students Working Near an Infected Coworker/Classmate**

2. Ask infected employees/students to identify all individuals who were in close proximity (within six feet of an adult or less than 3 feet between students if both students were properly masked) for a prolonged period of time (15 minutes or more collectively) with them during the

48-hour period before the onset of symptoms. Send home all employees/students who worked closely with the infected person as outlined herein.

- **Individuals that are fully vaccinated and asymptomatic will not be required to quarantine.**
- **Individuals who can provide documentation of recently recovering from COVID 19 will not be required to quarantine as a close contact as long as they are asymptomatic for 90 days following recovery.**
- **Individuals who were a close contact and both parties were appropriately wearing masks will not be required to quarantine.**
- **Close contacts will be required to quarantine for 10 days from exposure to a positive case.**
- **Close contacts who receive a negative test result 3 days following exposure will no longer have to quarantine and may return to the school setting.**

While quarantined, those employees/students should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.

### **Clean and Disinfect Workplace**

After a confirmed COVID19 case, follow the CDC guidelines for cleaning and disinfecting the workplace. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person.

### **Notify Possible Contacts**

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees/students who were in the location or area where the employee/student was located of the situation without revealing any confidential medical information such as the name of the infected person (unless it is an employee and they have signed an authorization to disclose his or her diagnosis) inform staff/students/parents of the actions you have taken, including requiring employees/students who worked closely to the infected person to go home. Let the possible contacts know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms.

## **PROTOCOL FOR COVID-19 SCREENING**

If an employee, student, contracted service provider or visitor becomes ill while on District property and is exhibiting symptoms of COVID19, they will be required to leave District property as outlined below.

### **Exclude from school if a student or staff member exhibits**

#### **ONE of the following symptoms:**

- New or Worsening Cough**

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- Shortness of Breath
- Difficulty Breathing
- New olfactory disorder, new taste disorder

**OR**

**At least TWO of the following symptoms:**

- Fever** (greater than 100)
- Congestion or runny nose**
- Chills**
- Rigors** (a sudden feeling of cold with shivering accompanied by a rise in temperature, often with copious sweating, especially at the onset or height of a fever)
- Myalgia** (Pain or tenderness in one or more muscles which can involve any area of the body)
- Headache**
- Sore throat**
- New Loss of Smell and Taste**
- Diarrhea, Nausea, Vomiting**
- Fatigue** (Feeling overtired, low energy, a strong desire to sleep that interferes with normal daily activities.)

**PROTOCOL FOR PROBABLE CASES**

If an employee or student becomes ill on campus/district, he/she will immediately report to the building nurse's isolation room. Staff should follow internal infection prevention policies regarding the use of PPE when interacting with these individuals. Any need for testing will be determined by the individual's healthcare provider.

**Students**

- The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to contact their healthcare provider for testing.
- The nurse will also notify the building administrator.
- The administration staff will follow up with the family of the student.
- The nurse must complete the Suspected COVID-19 Case Form for the local health department.
- The isolation area and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

**Staff**

- The nurse will direct the ill employee to leave work and encourage them to contact their healthcare provider for testing.
- The administration staff will follow up with the staff member.
- The nurse must complete the Suspected COVID-19 Case Form for the local health department.
- The isolation area and suspected employee's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

The probable case student or staff may return to the campus by one of the following ways:

1. Negative swab and improvement in COVID-19 symptoms (no known exposure).
2. Alternate diagnosis and medical release from doctor. (no known exposure).
3. If a student or employee chooses not to get COVID-19 tested or seek medical advice for an alternate diagnosis they will be required to quarantine for 10 days from symptom onset as a presumed positive.

### **PROTOCOL FOR POSITIVE COVID-19 CASES**

When the school district is notified of a positive COVID-19 case, the case will be verified with the local health department by administration. Students or employees may return after the following criteria is met.

1. 10 days since symptoms first appeared; and
2. An improvement in respiratory symptoms (cough, shortness of breath, etc); and
3. A minimum of three days (72 hours) have passed with no fever without the use of fever reducing medications.

If a student or staff member is determined to be a COVID-19 positive case by their health care provider or local public health department and do NOT have symptoms they can return back to school 10 days since the student/staff member was tested.

Students or staff who have symptoms (may be presumed positive) but do not follow up with a healthcare provider for testing can return to school after:

1. 10 days since symptoms first appeared; and
2. An improvement in respiratory symptoms (cough, shortness of breath, etc); an
3. A minimum of three days (72 hours) have passed with no fever without the use of fever reducing medications

Employees returning to work from an approved medical leave will contact their building administrator. Employees will be asked to submit a note from the health department or a healthcare provider before returning to work.

## **INTERNAL CONTACT TRACING**

Infected staff/students will need to identify others who were within 6 feet of them, for 15 minutes or more cumulatively, within the 48 hours prior to symptom onset or test date. The administration team will notify all employees/students who were determined to be close contacts of the situation without revealing any confidential medical information. Administration will inform staff/students/parents of the actions you have taken. Let the possible contacts know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms.

This will apply to situations where either the positive case or the close contact were wearing a mask during exposure.

Close contacts will be required to:

- Self-monitor for symptoms
- Watch for signs and symptoms of COVID-19 as outlined above.
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow health care provider or Health Department guidance if symptoms develop
- An employee or student who has been required to quarantine may return to the district 14 days after last contact with an infected individual.
- Close contacts who can provide the district proof of full vaccination will be allowed to attend school for the instructional day.

## **EMPLOYEE OR STUDENT EXPOSED TO COVID-19 BY HOUSEHOLD MEMBER**

An employee who has a household member who has tested positive for COVID-19 will not be able to report to a district building for 14 days from the employee's last contact with the positive household member unless the employee or student can provide proof of full vaccination. The employee should contact his/her health care provider and the Health Department for guidance and should self-monitor for symptoms. The Superintendent or his designee may grant employees who are able to perform the duties of his/her position permission to work remotely. A release must be provided from a county health department or health care provider.

## **COMMUNICATION**

### **COMMUNICATION METHODS**

The District uses multiple platforms to communicate with families. It is important that all contact information for students, parents, and guardians be up-to-date in our student information system. Please be sure to complete your child's back to school forms to update this information. The below are ways the District will communicate the most up-to-date information:

- Teachers, students, and parents/guardians need to check their email often.
- Visit our district website, [www.winfield.k12.mo.us](http://www.winfield.k12.mo.us)

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- Follow our social media platforms

Facebook - @Winfield R-IV School District

Remind

District text alert system using your cellular device

- Closures and emergencies will also be communicated via local television and radio news outlets.

## **NOTICE OF COVID19 EXPOSURE**

The Winfield R-IV School District will follow guidance from the Lincoln County Health Department when notifying families of possible exposure to COVID19 cases. The District will not share personal health information or personally identifying information with the community at large.

## **PERSONNEL**

### **EMPLOYEE SCREENING AND REPORTING PROTOCOLS**

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, employees are asked to self-monitor for COVID19 symptoms daily. COVID19 symptoms include:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

Any employee with a temperature of 100 degrees Fahrenheit, or higher, will be sent home.

Further, District software systems, including Time Clock Plus and SISK12, will contain a reminder regarding self-monitoring for symptoms.

## **REPORTING PROTOCOLS**

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Any employee experiencing COVID19-like symptoms should report their symptoms to their supervisor or administrator immediately. The administration/supervisor will relay the information to the superintendent. Employees who are experiencing symptoms should not report to work. If an employee starts to experience COVID19-like symptoms while at work the employee should leave work immediately after notifying their building principal.

Employees who believe that they have been exposed to COVID19 in the last 14 days or who seek testing for COVID19 must report this information to his/her supervisor immediately. The supervisor will relay this information to the superintendent.

## **VACCINATIONS**

A vaccination event was conducted for all district staff members who chose to participate. The Winfield R-IV has also offered our facilities to the Lincoln County Health Department to conduct vaccination events if needed. Vaccination information has been distributed through our social media outlets and will continue to be communicated through this media when available.

## **PREVENTIVE HYGIENE**

Employees are asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content should be used and will be available in each office and at various locations throughout each building.

Additionally, employees should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. Employees are also asked to cover their mouth or nose with a tissue when coughing or sneezing or use the inside of his/her elbow.

Employees will be provided information on preventive hygiene.

## **SOCIAL DISTANCING**

District employees will maintain a distance of 3-6 feet from others, where feasible. The District recognizes that in a school setting maintaining such a physical distance at all times is not possible and student safety and needs may require close proximity.

## **PROTECTIVE EQUIPMENT**

In order to minimize exposure to COVID19, protective equipment may be needed to prevent certain exposures.

Protective equipment for District employees will include:

Gloves: Gloves will be provided to nurses, custodial staff members, and other employees as necessary.

Gloves will be available in the nurses' offices, each classroom, buses, and in the custodial area.

It is important that employees remember that touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need for hand washing.

Employees who are required to wear gloves will be provided with information on the proper removal of gloves to reduce the risk of being exposed to contamination.

Some employees may be required to wear additional protective equipment for specific assignments and will be provided instruction on doing so.

Employees should continue to practice social distancing, whenever feasible, even with the use of protective equipment.

## **EMPLOYEE TRAINING**

It is important that all employees understand the safety requirements, protocols, and expectations. Winfield R-IV will provide employee training based upon national, state and local agency guidance and resources.

The training plan will be structured to effectively disseminate information to employees.

2. Back to School Training/Orientation provided by district health staff members.

Align protocols and procedures with this plan.

Content Covered will include:

1. Coronavirus awareness
2. Preventive measures
3. Daily self-screenings
4. On-site health screening expectations
5. Reporting requirements
6. Confidentiality expectations
7. Isolation protocols
8. Disinfecting areas and objects
9. Protective equipment

Additional position-specific training may be required. Training topics may be reinforced with signage in the buildings.

## **EMPLOYEE MEETINGS**

Employee meetings will utilize social distancing of 6 feet or greater and/or will be held virtually.

## **SUBSTITUTES AND INDEPENDENT CONTRACTORS/VENDORS**

Substitutes, independent contractors and other vendors who will be working in District buildings and/or in contact with District students are expected to follow the screening procedures for employees and be entered into the building's attendance record. Any such individual who is experiencing any COVID19-like symptoms, is seeking a diagnosis for COVID19, or tests positive for COVID19 should contact the building administrator, supervisor, or director.

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Additionally, these individuals are expected to follow the travel restrictions and preventive hygiene, social distancing and protective equipment protocols for employees.

### **EMPLOYEE REPORTING DURING CLOSURE**

In the event of a short term closure, custodial and maintenance staff will report to the building affected for deep cleaning once the COVID19 positive individual has been absent from the building for at least 24 hours. All other building classified staff members will not report to the building affected and may be directed to perform duties remotely. Certified staff members will provide distance learning instruction.

In the event of a long term closure, Certified and Classified staff will provide distance learning instruction.

### **REMOTE WORK EXPECTATIONS**

Employees may be granted permission, or directed, by their supervisor to work remotely as necessary.

An employee may not work any overtime hours while working remotely unless granted prior approval by his/her supervisor. Any employee who is assigned to work remotely who does not have sufficient internet connectivity to perform all duties of their position should notify their supervisor.

### **IN-PERSON-ONLY POSITIONS AND DUTIES**

If the District should have to close campuses, full time positions and activities may be impacted. The District's intent is to pay all individuals or re-assign duties to ensure that services are still provided to all students and that pay remains as budget allows. Should the budget be impacted in a way that the District cannot afford standard operating procedures, employees will be communicated with in advance.

### **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.

### **GENERAL DISINFECTION MEASURES**

#### **Category Area Frequency Responsibility**

Workspaces Classrooms, Offices

**At the end of each use/day Primary Occupant/Custodian**

Electronic Equipment Copier machines, Shared computer

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## **At the end of each use/day and/or between use Primary Occupant**

Buses Bus seats, handles/railing, belts, window controls

## **At the end of each use/day Bus Driver, Custodian**

Common Areas

Cafeteria, Library, Conference rooms, Gyms, Common Areas

## **At the end of each use/day; between groups Custodian**

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

## **GENERAL DISINFECTION MEASURES PROTOCOL**

General disinfection measures will be followed regularly. Germicidal will be used on a daily basis, with trained custodial staff.

## **DEEP CLEANING AND DISINFECTION PROTOCOL**

General deep cleaning will occur each evening following school dismissal. Additional deep cleaning will be triggered when an individual who has been in the building is identified as positive for COVID 19 based on testing.

Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) daily, giving special attention to commonly touched surfaces. Sanitizing wipes will be available in each classroom and office. If wipes need to be replenished in a room/office the employee must notify a custodian or the building principal.

## **SHARED WORKSPACE**

Employees are encouraged to disinfect shared work spaces daily, giving special attention to commonly touched surfaces. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces. Winfield R-IV has alcohol-based hand sanitizers throughout the workplace and in common areas. The Winfield R-IV Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant should be used when cleaning individual workspaces.

Copiers and Office Equipment and Devices –Wipes will be placed next to commonly used equipment and devices such as copiers and time clocks. **RESTROOM USAGE**

## **PREVENTIVE MATERIAL INVENTORY**

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
2. Confirm a supply of gloves and other protective gear.

## **Building Specific Re-entry Plans**

### **PRIMARY/INTERMEDIATE**

- Social distancing will be used as often as possible.
- Face coverings will be required for students who are close contacts and attend school during the quarantine timeframe.
- The nurse will maintain two locations: Pandemic Symptom Location and Minor/ Cuts/ Medication Location.
- Classroom Design will look different due to using easily disinfected materials and to optimize social distancing

### **MIDDLE SCHOOL**

#### **Entering the Building:**

- No students in the building until 6:30 a.m.
- Students/Teachers who have been identified with a fever or symptomatic will be sent immediately to the nurses' office. A district provided mask will be provided and the student will be required to wear it while waiting for their parents to pick them up. The students' parents will be notified and the student will be sent home.

#### **Hallways:**

- All students will be required to sign out of the class on the hallways sign-out form and all students must have a grade level colored pass.
- It will be optional for the students and staff to wear face masks when transitioning from class to class.
- Students will be able to fill their water bottles up through the use of the hands-free water fountains.
- Hand-sanitizers will be placed at the ends and mid-points of each hallway.

#### **Lunch:**

- Students will be released to lunch by grade level, just like a typical day.

- There will be no more than six students to a rectangle lunch table and no more than four to a round table, and the library may still be needed for sack lunch students if required.
- As the lunch tables fill up students will be moved to the library to eat. We will allow students to sit where they want the first three days of school, after three days the seat will become the students' permanent lunch table.
- All students will be issued a lunch card with a barcode on them, the students will be required to use lunch cards to make purchases. If a student does not have a lunch card on them during lunch they will be moved to the back of the line in the cafeteria after they go to the office to get a new printed lunch card.

### **Classrooms:**

- Seating spread out to maximize distance.
- Hand sanitizer, classroom sanitizer, and disinfectant will be located in all classrooms to ensure proper disinfecting is taking place often.
- Small group instruction will be limited to common groups of students and will utilize a proper area to allow for distancing as needed.
- Students/Teachers will be allowed to wear masks at their discretion, but they will not be required to do so. Parents are encouraged to train your student on the appropriate way to wear a mask.
- All classrooms will have mandatory seating charts in place, so that if a student is identified with COVID-19 this will help assist with contact tracing.

### **Nursing Practices:**

- A makeshift nursing office will be in the office next to the counselors' room to help with minor injuries, medication, etc. When necessary, these types of needs will be seen in the office.
- The nurse's office will be used for illness identified to resemble symptoms of COVID.
- Isolation and face coverings will be utilized to help prevent the spread of sickness.
- 

## **High School**

### **Entering the building/Breakfast:**

- Student bus riders and parent drop-off will enter the building at the front of the HS. Student drivers will enter the West Commons door or by the AD's office.
- Students eating breakfast will be seated in the cafeteria with no more than 6 students to a circle table and no more than 5 students to a rectangular table.

- All students need to sign out of the class on the hallways sign (provided to each teacher), and all students must have a pass.

### **Lunch:**

- Students will be released to lunch by shifts, like a typical day. There will be no more than 6 students to a circle table and no more than 5 to a rectangular table, and 100 hallway may be used for student overflow. Seating will be spaced in the library as well and marked.

### **Nursing Practices:**

- Nurses' offices will be used for injuries, medication, etc. When necessary, these types of needs will be seen in the office.
- Another nurse space will be used for illness identified to resemble symptoms of COVID. Isolation and face coverings will be utilized.

### **General Information:**

- Hand sanitizing stations are available throughout the building and classrooms.
- We are in this together everyone will have to do our part to keep our staff and students safe. Meaning teachers may have to spray and clean desktops daily before you leave. Students will not be used to clean desks.

### **Confirmed COVID Cases:**

- Due to guidelines recommended by the Lincoln County Health Department the following protocol will be followed for a confirmed COVID Case:
  - If a student or staff member is determined to be a COVID-19 case by their healthcare provider or local public health agency and have symptoms, they can be around others after:
    - 72 hours with no fever (with no fever reducing medication),
    - AND Improvement in symptoms, AND 10 days since symptoms first appeared,

If a student or staff member has tested positive for COVID-19 by their healthcare provider or local public health agency and do NOT have symptoms, they may return to school after the following requirements are met:

- 10 days since the individual was tested. If a student or staff member is tested for COVID-19 at the recommendation of a healthcare provider and is waiting on results, they should be excluded from school until results are received and they have completed School districts may consider requiring a student or staff member to provide a note of release from quarantine or isolation in order to return to school after identifying as a probable or

confirmed COVID-19 case. Lincoln County Health Department will provide such letters directly to students or staff members upon request.

## **AVAILABILITY OF WINFIELD R-IV SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN**

- The SRCSP will remain available on the Winfield R-IV District website at all times. The document and link will be updated with the most current update.  
[www.winfield.k12.mo.us](http://www.winfield.k12.mo.us)
- Individuals may request a translated document if needed in another language or an audio version.

### **SRCSP REVISION**

SRCSP revision will take place no less than every 6 months. The process will include consultation with students, families, school and district administrators, teachers, and other school staff.

10/20/21 5:19pm

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