

# Reopening Plan 2020-2021

**Green Lake  
School District**



Dear Families,

Green Lake School District has worked to develop a comprehensive plan that was written to meet the standards provided in the following documents: "Education Forward"- DPI, "Health Risk Assessment Tool"- Green Lake County Health Department, and "Covid-19 Planning Considerations: Guidance for School Re-entry"- American Association for Pediatrics. We also used guidance from the U.S. Food and Drug Administration and the Environmental Protection Agency.

The plan is written to open the school for traditional classroom learning 5 days a week following our approved calendar. We have restructured the building to allow for small class sizes and regulated cohorts of students. There will be 3 pods of students - elementary, middle school, and high school. Students will remain in their assigned areas and teachers will move to each class.

As a school, our priority is the safety and well-being of our students and staff, so the plan is flexible to allow for different options in the proposed traditional classroom setting and when traditional classroom learning cannot occur (hybrid or remote learning).

School operations may shift as we receive new information from the Green Lake County Department of Health & Human Services, Wisconsin's Department of Public Instruction, and the Center for Disease Control.

We appreciate your understanding and continued partnership in a time when unpredictable operational shifts are bound to occur.

Mary Allen, Superintendent  
Cathy Moore, Secondary Principal  
Gina Baxter, Elementary Principal

# General Operations

- Face-to-Face instruction / 5 days per week
- Virtual Learning Option for students who have a health plan in place or have someone who is immunocompromised living in their household.
- Will follow published school calendar
- Communication (communication type will vary depending on the information being delivered).
  - Skyward Email
  - SkyAlert automated phone call
  - School Website
  - School FaceBook page
  - USPS
- School entrances will remain locked until 7:45.
  - If you arrive early, please keep your child in the car until the school doors are opened at 7:45 to prevent crowding.
- 4K and K classes will be housed at the Federated Church of Green Lake.
  - 489 Scott St, Green Lake, WI 54941

# Visitors

- Visitors will not be allowed in the building (beyond the front office) during the COVID crisis.
  - All visitors who enter the front office will be required to wear a mask or face covering.
  - One family will be allowed in the office/lobby at a time.
  - Appointments are preferred. Appointments can be made by calling the school office.
- Collaborative Wellness, Health & Human Services, emergency workers, vendors will be granted access to the building as needed after a COVID screening.
- No student, including students in grades 4K & K, will be escorted into the building at any time, including the first week of school.
- Virtual visits will be used for guest speakers, etc.

# Arrival & Dismissal

- Students will be grouped into 6 categories and will enter and exit according to those categories.
  - Elementary Carpool: N3 (cafeteria door)
  - Elementary Walkers: W1 (next to 2nd Grade)
  - Jr. High: W3 (front entrance)
  - High School: S1
  - Bus Riders: E7 (playground/science doors)
  - 4K and Kindergarten: Federated Church - Scott Street Entrance
- All students report to their classes right away.

# Daily Self-Assessment for Students & Employees

- If you can answer **NO** to all questions, you are cleared to come to school.
- If you answer **YES** to any questions, **DO NOT** come to school and please call your medical provider.

**The best prevention of transmission is staying home until symptoms have passed.**

1. Have you been exposed to anyone who has tested positive for or is suspected to have COVID-19?
2. Have you had any of the following in the past 48 hours? . . .
  - Fever (Temperature above 100)
  - Cough
  - Shortness of breath
  - Sore throat
  - Body aches
  - Diarrhea
  - Vomiting
  - Loss of taste
  - Loss of smell

# Temperature Checks

- Elementary Students: 2 x per day
- Jr. High & High School: 1 x per day, upon arrival
- Door attendants will check all students at their point of entry.
- Elementary students who are dropped off in the carpool lane will be checked by the carpool attendant before they get out of the car.
- If a student's temperature is 100.4 or above, they will be sent to the health room to be reevaluated and then sent home if necessary.
- If a student leaves school for any reason, their temp will be checked upon their return when they sign in at the front office.

# Isolation Waiting room

- Students with a temperature of 100.4 or higher will wait in an Isolation Waiting Room with the health aide until they are picked up.
- Isolation Waiting Room booths will be sanitized after each student.

**If a student or staff member tests positive for COVID-19, the Green Lake County Health Department will be called to intervene immediately.**



# Social Distancing

- All classrooms will be arranged for social distancing
  - Removal of furniture
  - Reconfiguring desk and furniture placement
- Modified Layout: Grade levels that meet the requirements will be divided into two classrooms that will include a supervisor and a teacher. The teacher will navigate between the two classrooms to provide all instruction and the supervisor will provide educational support.
- Cohorts
  - Students are divided into cohorts
  - Each cohort will be kept together as much as possible
  - Elementary: cohorts will be restructured/regrouped after Christmas.
- 4K & Kindergarten classes will be offsite (Federated Church, Green Lake)
- Signage will be placed in hallways to illustrate the 6 feet social distancing guideline.
- Signage will be placed throughout the building to direct the traffic flow to promote social distancing.

# Face Covering Requirements

- Teachers & Staff: Face shield or mask required at all times
- All students will wear face shields or masks while in the building unless it is lunch or snack time or indoor Phy. Ed. where social distancing is practiced.
- Breaks from mask/shield wearing will be permitted while social distancing outdoors and while eating. Teachers can schedule mask breaks for their classes.
- All students will bring their own mask to school and have it on before entering the building. If a student forgets their mask, they will be provided with a disposable one for that given day.
- Students in grades 4K-1 will be provided with a face shield to use while at school to assist with instruction and proper articulation. These shields will be kept at school and sanitized so a mask or shield should be brought to school each day for arrival and dismissal.
- All masks should follow dress code guidelines concerning symbols, etc. as found in the Student Handbook.
- A mask or face shield is required at all time while on the bus.

# Face Covering Guidelines

- Face shields must be on a band and not attached to a baseball cap or any other type of hat.
- Face shields should wrap around the sides of the wearer's face and extend below the chin.
- Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.
- Hands should be washed before putting on any type of face covering.
- Face masks should be over the nose and mouth and secured under the chin. They should fit snugly against the sides of the face.

# Face Covering Guidelines, CONT.

- Cloth face coverings should be washed each night.
  - Machine wash: Can include your face covering with your regular laundry, use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
  - Hand wash: Prepare a bleach solution by mixing (5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water), check the label to see if your bleach is intended for disinfection and ensure the bleach product is not past its expiration date, soak the face covering in the bleach solution for 5 minutes, rinse thoroughly with cool or room temperature water.
  - Dryer: Use the highest heat setting and leave in the dryer until completely dry. Air dry: Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

# General Classroom Practices

- Centers: Students will have individual materials in bins that will be sanitized once a week. Students will only use the materials in their personal bin.
- 4K: Individual bins for each student. Students will only play with the materials/toys in their personal bin. Materials will be sanitized once per week.
- No shared materials (pencils, pens, crayons, scissors, etc.)
- Go Noodle and/or Yoga breaks will be scheduled. Activities will be done beside each student's desk to continue with social distancing.
- Classrooms will be as paperless as possible. Does not include individual textbooks.
- Virtual Field Trips are permitted.

# General Classroom Practices, CONT.

- Students in grades K-12 will be assigned a Chromebook at the opening of school. This Chromebook is to remain assigned to that individual for the duration of the year. Students are not to share technology.
  - Students will no longer have the option to bring their own device (BYOD).
- Students in 4K will be assigned a tablet.
- Students will need to bring 1 to 2 water bottles that are filled at home to keep with them in the classroom as water fountains will not be in service.
  - Teachers will be able to refill water bottles in the classroom.
  - Gatorade and flavored water will be available for purchase as usual.

# General Classroom Practices, CONT.

- Restrooms

- Increased periodic cleaning--sanitized every 90 minutes--products are scent-free and do not require a respirator to be worn during or after application
- 1 student sent from a classroom at a time
- Hand sanitizer stations will be placed at each restroom door. Students should use hand sanitizer before entering the restroom.
- Students will use designated restrooms:
  - *Elementary*: Students who are upstairs will use the upstairs restrooms and students who are downstairs will use the restrooms near the elementary art room.
  - *Junior High*: Jr. High Commons restrooms
  - *High School*: High School Commons restrooms

# Backpacks

- Students will be allowed to carry a backpack during the day to prevent frequent trips to retrieve items from their lockers.
- Backpacks will have to stay near their person when in the classroom.
- Backpacks cannot be stored together in a central location.



# Locker Usage

- All students will place their coats, etc. in their lockers at the beginning of the day and will not visit their locker again during the day to prevent crowding and exposure.
- Lockers will be assigned and spaced so students will be socially distanced while gathering their belongings at the end of the day.

# Encore/Special Classes - Elementary

- **Art, Music, Band, and Technology Classes**
  - Encore/special teachers will go to each classroom to provide instruction.
  - If the schedule does not permit due to classes being divided into two cohorts, classes will be held in the cafeteria where students can social distance. Surfaces in the cafeteria will be sanitized between each class.
- **Physical Education Class**
  - Will be outdoors as much as possible with contactless activities.
  - If needed, the multipurpose room will be used. The floor will be sanitized between each class.
  - Social distancing will be practiced.
  - No face covering required during physical activity where socially distanced per Wisconsin's Department of Public Instruction guidelines.

# Physical Education - Secondary

- Will be outdoors as much as possible with contactless activities.
- If needed, the gym will be used. The floor will be sanitized between each class.
- Social distancing will be practiced.
- No face covering required during physical activity where socially distanced per Wisconsin's Department of Public Instruction guidelines.

# School & Classroom Libraries

- **School Library:** Students will check out books using the online system. Books will then be delivered to classrooms. When books are returned, they will be placed in quarantine for a 5-day period before being checked out again.
- **Classroom Library:** Students will have individual book bins in their classroom. When it is time to change out the content, used books will be stored for the 5-day quarantine period.

# Virtual Learning

- Offered to students who are documented through a physician and the CESA 6 school nurse as being immunocompromised. These students have a health plan on file with the district.
- Offer will be extended to siblings of immunocompromised students.
- Offer will be extended to students who have a family member in their household who is immunocompromised.
- Learning will be overseen and planned by the licensed classroom teacher.
- A Virtual Learning Coordinator will be used to facilitate the virtual learning under the direction of the classroom teacher.

# Virtual Learning - OPTION 2

\*if used, combine the previous slide with this one

- Students and families who are not comfortable with returning to school Face-to-face will be provided an online/virtual option.
- Students who opt-in Virtual Learning will be required to continue with Virtual Learning for the entire semester. Opt-in deadline is August 7, 2020.
- Learning will be overseen and planned by the licensed classroom teacher.
- A Virtual Learning Coordinator will be used to facilitate the virtual learning under the direction of the classroom teacher.
- Asynchronous
- Synchronous (ONLY if equitable)
- Traditional grading will apply. Grade/circumstance forgiveness and COVID-Exempt codes will no longer be used.
- Learning Platforms
  - Elementary Grades 4K-2: Seesaw, Pear Deck, Edpuzzle
  - Elementary Grades 3-6: Google Classroom, Pear Deck, Edpuzzle
  - Jr. High & High School: Google Classroom, Pear Deck, Edpuzzle

# Virtual Learning - In the Event of a School Closure

- Asynchronous
- Synchronous (ONLY if equitable for the class)
- Traditional grading will apply. Grade/Circumstance forgiveness and COVID-Exempt codes will no longer be used.
- Learning Platforms
  - Elementary Grades 4K-2: Seesaw, Pear Deck, Edpuzzle
  - Elementary Grades 3-6: Google Classroom Pear Deck, Edpuzzle
  - Jr. High & High School: Google Classroom, Pear Deck, Edpuzzle

# Mental Health

- Increased supports for students
- Collaborative Wellness partnership
- CCC Lab (Comfort, Coping, and Calming Lab)
- Use of trauma-informed strategies
- Love & Logic approach to relationships and relationship building
- Use of culturally-sensitive practices
- Provide a supportive, safe, and welcoming school environment



## Recess - Grades 4K-6

- One class at a time will be on the playground.
- One class per day will be allowed to use the playground equipment. The equipment will be sanitized at the end of each day.
- No use of school balls, bats, etc.
- No student should bring any type of ball, bat, etc. from home to be used on the playground.
- Individual sand buckets with molds will be provided for the 4K and K classes.
- 4K and K classes will have the option to play at the park as long as the equipment is sanitized beforehand. If someone other than a 4K or K student come to the park to play, all GLSD students must leave.
- No masks will be required during recess.
- Social distancing guidelines should be followed.

# Lunch

- **Elementary**
  - Students will eat in classrooms or outside
- **Secondary**
  - Students will eat in classrooms, outside, or in an area where they can be socially distanced.
  - Lunch times will be staggered.
  - Students in grades 11 & 12 will have Open Campus.
    - If a student leaves school for Open Campus, they must come through the front office upon their return for a temperature check and to sign in.
    - Students should sanitize their hands while in the vestibule before entering the office.

# Open House

- GLSD will not have an Open House for grades 4K-12.
- Parents and students in grades 1-12 will be sent a grade-level appropriate Open House Video.
- Parents of students in grades 4K & K will have an appointment scheduled for a tour of their child's classroom at the Federated Church.
  - Face masks for adults and children must be worn for the duration of the appointment.
  - We ask that adults and children "keep their hands to their own body" and limit touching any surface.
  - Please use hand sanitizer before coming into the building.
  - Only the student and 2 guardians are permitted to attend the appointment. No additional appointments will be scheduled.

# Sanitation

- Increased periodic cleaning using products are scent-free and do not require a respirator to be worn during or after application. All products are from the EPA Approved List of Disinfectants.
- Sanitizer Stations
  - Placed outside each restroom door
  - Available in each classroom
- Restrooms: Sanitized every 90 minutes
- Health Room: Sanitized every 90 minutes unless a student is being quarantined for pick up.
  - In addition to being sanitized every 90 minutes, the health aide will sanitize surfaces, including door handles, after each student is seen.
- Playground equipment: Sanitized at the end of each day.
- A sanitizing sprayer will be used to disinfect all classrooms, the exterior of student lockers, the health room, and the office each night.
- Exterior high touch areas: Sanitized every 90 minutes
- Water fountains will not be in service and will be covered to prevent usage. No sanitation will be required due to each fountain not being in service.

# Sanitation, CONT.

- Office interior high touch areas: Sanitized every 90 minutes
- Centers: Individual bins for each student. Will be sanitized once a week. Students will only use the materials in their personal bin.
- 4K: Individual bins for each student. Will be sanitized once a week. Students will only play with the materials in their personal bin.
- Multipurpose Room: Floor will be sanitized between classes
- Gym: Floor will be sanitized between classes
- Cafeteria (if used for encore classes): Surfaces will be sanitized between classes
- Static classroom surface sanitizing and interior high touch areas: Surfaces will be sanitized 4 x per day (after students have been in the classroom for 1 and 1/2 to 2 hours, before eating lunch, after eating lunch, approx. 1 hour before dismissal).
- HS Wing and Science Classrooms (non-static classrooms): Classroom surface sanitizing and interior high touch areas will be sanitized at the end of each class period.
- Signage will be used to remind students of safe and healthy hygiene practices.

# Busing

- Courtesy busing terminated
  - Students who live less than 2 miles from school will need to find an alternate mode of transportation to school.
- Families sit together
- Students will be distanced
- Must be masked or have a face shield
- Parent transport is the safest mode during this time. We encourage parents to transport their students to and from school, if possible.
- Temperature checks for students before getting on the bus is also encouraged.

# Reopening Plan 2020-2021

**Please remember this plan is fluid and may change as COVID-19 updates are made.**

