

# **Safe Return to In-Person Instruction and Continuity of Services Plan**



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**Approved: October 25, 2021**

**Reviewed:**

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# Introduction

On March 11, 2021, the American Rescue Plans (ARP) Act was signed into law. In it, the U.S. Department of Education is providing an additional \$121.9 billion for the Elementary and Secondary School Emergency Relief Fund (ESSER III Fund). This legislation will award grants to state educational agencies (SEAs) for providing local educational agencies (LEAs) with emergency relief funds to address the impact that COVID-19 has had, and continues to have, on elementary and secondary schools across the nation.

Wisconsin will receive \$1,540,784,854 in ESSER III funds from the Act, with 90 percent being awarded to school districts with amounts determined in proportion to the amount of Title I, Part A funds they received in summer 2020 from funds under the Every Student Succeeds Act (ESSA). The remaining funds will be used for state-level activities to address issues caused by COVID-19.

This plan describes how the LEA or district will provide a safe return to in-person instruction and continuity of services for all schools, including those that have already returned to in-person instruction.

# Maintaining Health and Safety

## Overview

A district's plan must include how it will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies or practices and a description of any such policies or practices on each of the CDC's safety recommendations including the universal and correct wearing of masks; modifying facilities to allow for physical distancing (e.g., use of cohorts/podding); hand washing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the state, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to educators, other staff, and students, if eligible; appropriate accommodations for children with disabilities with respect to health and safety policies or practices; and coordination with state and local health officials.

### Description on maintaining the safety of staff and students

The Erin School District will begin the 2021-22 school year with a five-day per week, face-to-face instructional model and adhere to the following health protocols. Accordingly, the District will:

- publish the COVID-19 pre-screening checklist and strongly encourage students and staff members to utilize the checklist before entering a school facility,
- encourage staff members and students to stay home or go home if they are showing COVID-19 symptoms or if they have tested positive for COVID-19,
- Maximize air ventilation/filters
- Provide additional spacing opportunities
- Encourage a respectful environment where individuals feel safe
- Communicate with parents' regarding other ways to mitigate spread outside of school, and
- provide sanitizing stations throughout the building.

### Description to continue to provide services regardless of the mode of instruction (for example, health and food services if the LEA must pivot to virtual or hybrid instruction)

The Erin School District will offer in-person learning five days a week according to the Board adopted 2021-2022 Academic Year Calendar. The school district has also provided families the option to enroll their students in virtual learning if the child tests positive for COVID-19.

In the event of school closure due to the pandemic, the district purchased Chromebooks for all students to continue virtual learning.

Regardless of the mode of instruction, the Erin School District will continue to provide meals under the community provision as long as USDA continues the allowance. Meals will be provided for summer school attendees as well as all eligible youth during the school year. If school is closed due to a

pandemic, the district will assess its ability to distribute meals utilizing the same process it used during the spring of 2020.

The Erin School District works closely with Dr. Lana Sanders who will continue to offer health services to the district. The school district also partners with Saint A's to provide mental health support for families.

## Mitigation Measures

### Universal and correct wearing of masks

#### *Description of Policies or Practices, if applicable*

The Erin School Board adopted thresholds to determine when students, staff, and visitors will be required to wear masks and when mask-wearing will be optional. These thresholds are based on COVID activity in individual classrooms or schools, the level of COVID transmission within the school. Details about these thresholds can be found on the district website in our Standard Operating Procedures (SOP).

### Modifying facilities to allow for physical distancing (for example, the use of cohorts and podding)

#### *Description of Policies or Practices, if applicable*

Mitigation measures such as proper signage, water bottle filling stations, and the promotion of social distancing have been implemented in the building. Extended and/or staggered meal service will be implemented to support social distancing while ensuring adequate time for students to consume their meals. Individual schools will determine the cafeteria service that best suits the needs of their students. Cafeterias and/or classrooms may be used as settings for student meals.

Transportation will comply with CDC guidelines regarding capacity that are in effect during the 2021-22 school year.

### Handwashing and respiratory etiquette

#### *Description of Policies or Practices, if applicable*

Handwashing and respiratory etiquette is taught to students with high emphasis in the primary grade levels. Signage is posted throughout buildings as reminders of handwashing and respiratory etiquette.

In addition, hand sanitizing stations/liquids are available in all classrooms and at each door entrance to the building.

### Cleaning and maintaining healthy facilities, including improving ventilation

#### *Description of Policies or Practices, if applicable*

Enhanced sanitation procedures have been implemented and continue in the building that is focusing on high-touch surfaces. The District uses cleaning solutions that are rated to kill the SARS virus. In addition to daily cleaning, all rooms and surfaces are treated with a Botanical Disinfectant solution with the electrostatic sprayer. The cleaning team is also utilizing the Cello Lighting UVCART 300 on a daily basis.

The District has installed new ventilation units throughout the school. These units function at all times that ventilation units operate and are monitored electronically through HVAC computer systems.

### **Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments**

#### *Description of Policies or Practices, if applicable*

The Erin School District will continue contact tracing and transparent reporting to the public of COVID-19 cases and staff quarantines within the District. To provide transparent reporting for our stakeholders, the District maintained a COVID-19 case dashboard throughout the 2020-21 school year which is reported out to our school board only. Due to the size of our district, we are not able to keep information confidential so each exposure is reported to the parents of the classroom via letter.

The Erin School District will guide parents, students and employees on screening protocols for the daily pre-screening process, which all parties should complete before entering the school. Each school will continue to provide current health information to staff, students, and families about the signs and symptoms of COVID-19, when they should stay home, and when they can return to school. Procedures for contact tracing can be found on the district website in our Standard Operating Procedures (SOP).

### **Diagnostic and screening testing**

#### *Description of Policies or Practices, if applicable*

The Erin School District recommends students and staff get tested for COVID by their medical provider or a local pharmacy. The turnaround time for results at the various location have been between 30 minutes and 48 hours. The District is also working with Dr. Lana Sander to provide testing for our staff.

### **Efforts to provide vaccinations to educators, other staff, and students, if eligible**

#### *Description of Policies or Practices, if applicable*

All eligible staff employed in 2020-2021 were provided the opportunity to be vaccinated. Students ages 12 and older were provided information to an on-site vaccination clinic with local healthcare partners and County Public Health.

### **Appropriate accommodations for children with disabilities with respect to health and safety policies and practices**

#### *Description of Policies or Practices, if applicable*

When circumstances require specific policies or procedures designed to protect the health and safety of students, 504 and IEP teams will determine if modifications and/or reasonable accommodations are needed for individual students with disability-related issues.

### **Coordination with state and local health officials**

#### *Description of Policies or Practices, if applicable*

The CDC recommends that all decisions about implementing school-based strategies should be made locally, collaborating with local health officials who can help determine the level of transmission in the community. The Erin School District continues to work with County Public Health to implement mitigating strategies for the safety of students and staff.

# Continuity of Services

## Overview

Districts must describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.

### District response on continuity of services

**The District will provide for continuity of services as follows:**

#### **Student Academic Needs**

The Erin School District has implemented a summer school program to assist identified K-8 students with academic recovery. The District plans to continue full-time, in-person instruction beginning the fall of 2021, with limited exception. Additional instructional personnel has been added to staffing to implement further academic recovery efforts in core curriculum areas. These specialists will be available during the instructional day and/or during before and after-school tutoring programs throughout the year. Teachers have been offering additional tutoring services after school for identified students within their classroom.

#### **Student Social, Emotional, and Mental Health Needs**

Erin School District has added Saint A's counseling services for the students and families to address our students' social and emotional learning needs.

#### **Other Student Needs (which may include student health and food services)**

With the assistance from Hartford Union High School, food services will continue to provide meals under the community provision as long as USDA continues the allowance. Meals will be provided for summer school attendees as well as all eligible youth during the school year. Summer meals will be provided for summer school and all children age 18 and under through July 2, 2021.

#### **Staff Social, Emotional, and Mental Health Needs**

The District has provided staff with opportunities for social and emotional support through our Employee Assistance Program provided through the District insurance program.

#### **Other Staff Needs**

The District will follow national, state, and local governing agencies' laws and directives concerning staff employment and benefits.

# Periodic Review

## Overview

Districts are required to review and, as appropriate, revise their Safe Return to In-Person Instruction and Continuity of Services Plan at least every six months through September 30, 2023, including seeking public input and taking such input into account in determining whether to revise the plan and, if revisions are determined necessary, on the revisions it makes to its plan.

### **District response on ensuring periodic updates to its plan**

The Erin School District will review monthly and, as needed, revise the plan for the safe return to in-person instruction and continuity of services. The plan will be reviewed at least every six months, and the school system will seek and take into account public input during the review process. Plan revisions will address updated CDC and County Public Health guidance on safely reopening schools if any are issued.

# Public Input

## Overview

The ARP Act requires that school districts make their Safe Return to In-Person Instruction and Continuity of Services Plan available to the public online and that the plans be in an understandable and uniform format; to the extent practicable, are written in a language that parents can understand or, if not practicable, orally translated; and upon request by a parent who is an individual with a disability, provided in an alternative format accessible to that parent. Before making its plan publicly available, school districts must seek public comment on the plan and develop the plan after taking into account public comment.

### District response on public input in the development of its plan

**Example response:** The Bucks School District has taken the following steps to make its plan available to the public:

- The plan is posted at <http://www.insertlinkhere.com>
- The plan is available in multiple languages through the use of our web provider powered by Google Translate. The plan is available in more than ten languages.
- The plan was sent to parents, students, and employees via our messaging systems.
- The plan was shared at the Bucks School District Board of Education meetings on November 7 and 21, 2021. An opportunity for public comment was available during the October 25, 2021, Board meeting.
- Upon request, a parent who is an individual with a disability as defined by the ADA may be provided with the plan in an alternative format accessible by contacting our district office.

[Sample district survey for public comment](#)

[WI DPI ESSER III Stakeholder Engagement presentation](#)

## Document Summary

Erin School District (ESD) is committed to providing students a face to face (f2f) experience for the 2021-2022 school year. We are focused on our five mitigation strategies:

1. Maximize air ventilation/filters
2. Increased building sanitation
3. Provide additional spacing opportunities
4. Encourage a respectful environment where individuals feel safe
5. Communicate with parents' regarding other ways to mitigate spread outside of school

ESD is aware we may be required to respond to changes in our data pertaining to COVID and need to put in place other measures to provide students with a f2f environment such as:

- Instructional rotation of teachers
- Assigned seating within the classroom
- Rotational lunch/recess by grade
- Transitional entrance and dismissal of school
- Masking of staff within 6 feet of students or while students are in the room
- Masking individual class before moving to quarantining
- Isolating of classroom(s)/grade level(s)/quarantining
- Masking of all students or moving to all virtual environment. **Special Board Meeting**

### **Masks on Buses**

CDC has an Order (Federal Law) requiring masking on public transportation. ESD will comply with this Order. All student using bus transportation will use a mask.

### **Masks on School Property for Students**

CDC and American Pediatrics recommend masks in school. They also say to look at local data. Based on the data from ESD for the end of the 2020-2021 school year, ESD is recommending (not required) masks for all who enter Erin School. This will be reviewed monthly by the Board.

### **Quarantine**

While CDC and American Pediatrics recommend quarantine under certain conditions. They also say to look at local data. Based on the data from ESD for 2020-2021 school year, administration will put in place protocols to deal with possible quarantine/isolations based on multiple factors to include local and county data along with current trends within the Erin School District.

The District Administrator will then determine which of the following quarantine/isolation situations apply:

1. Out of School Quarantine (Individual)
2. In School Isolation (Individual and Group)
3. Out of School Quarantine (Group)

## Preface

Erin School District (ESD) is committed to providing students a face to face (f2f) experience for the 2021-2022 school year. We are focused on our five mitigation strategies to make this happen:

1. Maximize air ventilation/filters
2. Increased building sanitation
3. Provide additional spacing opportunities
4. Encourage a respectful environment where individuals feel safe
5. Communicate with parents' regarding other ways to mitigate spread outside of school

Furthermore, school staff will also assist students on how to properly use sanitation tools at school such as handwashing, monitoring distance, and use of masks if student/parent chooses to do so at school.

The administration will keep track of local data provided to the school by WOPHD and parents. This data will not be released to identify specific students but to be used to determine what steps we must put in place to continue f2f instruction. The Board will be kept advised of the daily data.

ESD is aware we may be required to respond to changes in our data pertaining to COVID and need to put in place other measures to provide students with a f2f environment such as:

- Instructional rotation of teachers
- Assigned seating within the classroom
- Rotational lunch/recess by grade
- Transitional entrance and dismissal of school
- Masking individual class before moving to quarantining
- Isolating of classroom(s)/grade level(s)/quarantining
- Masking of all students or moving to all virtual environment. **This will be decided at a special Board meeting called by the Board President.**

### **Masks on Buses**

As of the date of this approved document, the CDC has an Order (Federal Law) requiring masking on public transportation. After consultation with our attorney and liability insurance carrier, the Board will follow the masking order for students who ride the buses. If the order is rescinded, the Board will revisit this decision. If parents do not want their child(ren) to wear a mask while on the bus, they can drop off and pick up their child(ren). Any complaint received about a rider not following this law, will be denied transportation. Note: ESD will be adding an additional bus route to lower the bus travel time and number of students on the bus.

### **Masks on School Property for Students**

While CDC and American Pediatrics recommend masks in school. They also say to look at local data. Based on the data from ESD for the end of the 2020-2021 school year, ESD is making masks optional but recommended. The school will make masks available to anyone who wants

one during the school day. The school will not tolerate students harassing others for wearing or not wearing a mask. This is a choice and others should respect the choice and move on. The Board/administration reserves the right to require masks if: data shows an increase in COVID within our school and/or community, an immune compromised person is in the room, a spread between the occupants in the room or other relevant factors. Teachers will do their best to assist parents in having their child wear a mask while under their supervision should the parent ask.

## **Quarantine**

While CDC and American Pediatrics recommend quarantine under certain conditions. They also say to look at local data. Based on the data from ESD for 2020-2021 school year, administration will put in place protocols to deal with possible quarantine/isolations based on multiple factors to include local and county data along with current trends within the Erin School District.

Erin School District will put in place protocols for when a person within the room is identified as having COVID. In each situation, the person will be required to quarantine at home for established timeline. Parents of children within the room will be notified. Parents who wish to keep their child home, can do so. The school will work with you to provide instruction and work. This instruction may look different between the grade levels.

The District Administrator will then determine which of the following quarantine/isolation situations apply:

1. Out of School Quarantine (Individual) – If the person had little if any contact with others in the room/school. Administration will review whom the student had contact and determine if more students might need to mask, isolate or be quarantined.
2. In School Isolation (Individual or Group) – If the person had contact with multiple students but nothing out of the ordinary classroom contact. The classroom will be placed in an isolation status in which students will be able to continue their learning as a group f2f. Students will be monitored for any symptoms throughout the day. If symptoms are noticed, further mitigation procedures will be implemented. Students may be asked to mask for a short period of time.
3. Out of School Quarantine (Group) – If a number of students in the room are positive or several students have COVID symptoms, the room will be quarantined and virtual instruction will be provided. This will be out last option.

Each case will be handled based on the facts of that case. Our goal is to keep students safe and in school. We understand this might be too relaxed for some parents and too restrictive for others. ESD is not able to provide 425 individual learning environments for our 425 students. What we can do is provide an environment of learning where children are engaged in educational instruction but as safe as we are able to make it without overbearing restrictions. Staff is willing to work with individual parents to help provide additional steps for specific safety protocols such as masking, proximity, and personal hygiene. Working together we will get through this situation.

# Reopening Erin School District (ESD) for 2021-22 School Year

## **Safe – Learning – Flexible**

Erin School District (ESD) is committed to providing a consistent LEARNING environment where the school can provide instruction in an environment that mitigates the spread of COVID. Erin School realizes we must be FLEXIBLE in our thinking and actions to meet the needs of our students, staff, and parents. To achieve this, ESD will continue to provide increased attention and staffing to cease the spread of COVID as much as possible.

**Learning Options:** After the 2020-2021 school year, it was clear by the data collected by ESD, Washington and Ozaukee Public Health Department (WOPHD), and the Wisconsin Department of Health Services (DHS), face-to-face (f2f) instruction is the best delivery model for students and families. Therefore, the ESD will work to provide the safest f2f environment while curbing the possible spread of COVID. Our commitment is to a f2f learning environment with mitigating procedures in place.

**Plan Input:** Like most area schools, ESD has been in the planning process since May 2020. ESD has revised the plan over the last year and is bringing forth the 2021-2022 plan based on the past years' experiences along with updated recommendations from various agencies to include CDC, DHS, DPI, WOPHD, parents, teachers, and the School Board. As the pandemic changes and new data is presented, the ESD is committed to provide our students, parents, and staff the best environment that we are able. While this plan is for a sole f2f return, plan b is to consider a virtual Learn-from-Home option should ESD have to close the school. However, before we do this, we will look at all other options to include various quarantining and enhanced safety protocols to include masks. These will be our last options before moving to a virtual Learn-from-Home environment.

**Standard Operating Procedures (SOP):** Under WI State Statutes 118.001 **Duties and powers of school boards: construction of statutes.** The statutory duties and powers of school boards shall be broadly construed to authorize any school board's action that is within the comprehensive meaning of the terms of the duties and powers, if the action is not prohibited by the laws of the federal government or of this state. Therefore, an SOP is a set of instructive/guidelines/rules compiled by an organization to help communicate and carry out complex routines of operation. An SOP aims to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with guidelines and regulations. ESD has put in place this SOP to assist students, parents and staff to deal with and understand how, we are going to best respond to opening, running, and maintaining the school district under a pandemic crisis and when policy alone cannot guide us through some situations.

School: Based on data collected during the 2020-21 school year, the Erin School District administration will, under the authority of the Erin School District Board...

- Form reasonable, cohort groups to limit exposure. There will be times students are less than 3 feet from each other.
- Students will receive instruction while at school on how to access virtual learning if needed in the future.
- Individual quarantined/isolated students will be provided work to be completed at home and returned when the student returns to school. This work may consist of hard copies and virtual which will be found in See-Saw and Google Classroom. In some cases, older students may be able to obtain direct instruction via zoom.
- Use options to mitigate the possible spread of COVID.
- Update the SOP updated as new information is obtained or ESD feels they can meet students, parents, and staff needs to keep instruction f2f.
- Put mitigating procedures in place even though not everyone will agree. The overall goal is to provide f2f instruction while mitigating situations to reduce spread.
- Recommend everyone entering the building to wear a face covering, remain 6 feet from others, and practice enhanced hygiene practices.
- Limit guests to the building. Parent Volunteers will be addressed at the September school Board meeting. For now, we are limiting volunteers to outside activities. Other guests in the building will be determined based on the need to be in the building.
- The school will not permit any type of harassment by anyone pertaining to wearing a mask or not wearing a mask. At this point in the pandemic, it is reasonable to believe information about the pros and cons of masks have been communicated to the public. All are asked to practice actions to keep themselves and others safe while respecting other people choices. ESD needs to focus on education of the students and move past the discussion of masks.
- Assist parents and students over 12 in receiving a vaccination if requested, but the school will not be asking for proof of such vaccination to receive f2f instruction.
- Student health records are subject to federal and state law. Therefore, staff is not to comment on any student's health condition to any other person. However, under WI Admin Code 145.04(1)(d), any teacher, principal, or school nurse has an obligation to immediately report to their local health department if they know or suspect the student or employee has COVID-19.

### Home

- Child's temperature and symptoms are to be checked by parents/guardians prior to being brought to school. See checklist provided in registration packets.
  - 100.4 or less (If higher must stay home)
  - Fever, chills, cough, shortness of breath, fatigue, aches, headache, loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea (Two or more of these symptoms, must stay home for 48 hours after the symptoms have

stopped. If symptoms persist longer, it is recommended to be tested.) Use common sense here.

- Parents/guardians help prevent bringing any contamination to the school more than ever by reinforcing proper hygiene. Please wash hands prior to coming to school.
- If called to pick up an ill child, please do so as soon as possible. We only have two isolated sick areas for students to wait.

### Busing

- All students riding the bus will be assigned a seat (siblings will be sitting together).
- Under the July 9, 2021 CDC Order and based on advice from the school's Liability Carrier, all riders will be required to wear a face covering while riding the bus. If this changes, parents/students will be informed.
- Students are to remain in their seating area and not stand to talk with others in the seat in front or behind them.
- Hand sanitizer will be available as child gets on bus.
- Buses will be loaded in manner to reduce possible transfer when loading and unloading. We will try to load from back to front and unload from front to back.
- Buses cleaned and sanitized daily.
- Windows opened, weather permitting.
- Students not following bussing rules will be removed from the bus.
- Parents who are able are encouraged to transport student.

### Start of School

- Multiple entrances will be used to enter school, similar to last year. Please see addendum #1 which can be found at the end of this document. Students may be asked to walk around the school to get to their entrance when weather is good. Entrance to school will be done by zones (4K/5K, 1-3, 4-5, and 6-8).
  - Students can be dropped off prior to 7:30 a.m. More information can be found in this SOP under Wrap Around Care (WAC). Note, WAC students must enter Door 6 (Cafeteria) for this service. Please use back driveway to drop off children.
  - Students arriving after 7:30 a.m. are asked to report to their appropriate entrance/area. **See Addendum #1.** (Please avoid dropping off at 7:50 to avoid parking lot congestion.) Locate best area to drop off children if they are entering different doors. For example, if you have a 2<sup>nd</sup> grader and 7<sup>th</sup> grader, you might think about dropping off by Door 3 and having 7<sup>th</sup> graders walk around the front of the school to get to door 8, even if the bell has rung. NO cutting through the building. The entrances are:
    - Door 7 (Bus) All bus students along with 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade drop-off students who have no younger sibling(s). This means those students parents should use the back driveway to drop off.
    - Door 8 (MS) All MS drop-off students who have younger sibling(s) attending ESD should use this entrance.

- Door 13 (Library) All 4K/5K drop off students.
- Door 4 (4<sup>th</sup>/5<sup>th</sup> grade) All 4<sup>th</sup> and 5<sup>th</sup> grade enter here.
- Door 3 (Playground) All other students (1<sup>st</sup> grade enters first, then 2<sup>nd</sup> grade, then 3<sup>rd</sup> grade). See Addendum #1 for where students should be standing between 7:30 and 7:50 am.
- Non-school personnel are not allowed in building between 7:50 and 3:25 (parents, please say goodbye outside).
- Daycare parents can proceed to daycare room to drop off child.
- Face coverings encouraged for all people entering building.
- Hand sanitizer will be available at each entrance.
- Again, students arriving between 7:30 to 7:50 am will wait outside by assigned drop-off door/area.
- All students will be brought into the building via radio announcements

### End of School

- All students will be dismissed from classroom via bell system. Buses and WAC students will be dismissed at 3:10 pm. All other dismissals will be 3:15 pm.
- Multiple exits will be used to get to pick up location. See Addendum #2.
  - Door 7 (Bus) – All bus students along with 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who have no younger sibling(s). This is Zone 3 as indicated in Addendum #2. Parents should note where to park until all busses arrive. **Once all 4 busses have arrived, you can start pulling up into the circle. DO NOT double park in the circle.** You will block traffic. Staff on duty until 3:40 in this area. If you are not here by 3:40 p.m., the students will be sent to Wrap Around Care.
  - Door 8 (Middle School) – All Middle school students being picked up will exit Door 8 and proceed to Zone 1 pick-up area and wait for their 4-K/5<sup>th</sup> siblings to join them. For example, if you have a 7<sup>th</sup> grader, they will exit Door 8 and walk around to the front of the school (Zone 1) while the 2<sup>nd</sup> grader will exit door 3 and walk down the sidewalk to join the older sibling in the front of school. This is the same as last year, so the routine should be smooth. Staff will be on duty to assist. **Please keep pulling forward towards Hwy O so we can get the cars off Terry Road.**
  - Door 3 (Playground) Any child who has not been directed to exit a different door will exit Door 3 and stay in Zone 2 for pick-up. **(Parents PLEASE do not all show up at 3:00 pm. We DO NOT have the parking lot space.)** We have staff on duty until 3:40 pm. When you arrive, if there is no room in the pick-up line, please park your car in the parking area and walk over to the pick-up area. We will have the child walk behind the fence (on the black top track area) to the gate to meet you. Please be patient and LET'S BE SAFE.
  - Students are encouraged to socially distance by family units until picked up. We are not able to monitor this so please talk with your child and let them know your expectations and respect the other students.

- Parents are encouraged to park car, pick student up along fence area, and walk back to the car.
- Please park your car in a parking space and do not wait on Terry Road.

#### Wrap Around Care (WAC)

- Morning arrival (6:30 am to 7:30 am)
  - Students are dropped off and enter through Door 6 (Lunchroom).
  - Students will be checked in and sent to the assigned room.
  - Increased cleaning of the toys and materials.
  - Any student arriving after 7:30 will need to report to the assigned entrance door as indicated on Addendum #1.
- After School (3:15 pm to 6:00 pm)
  - Students are picked up at Door 6. DO NOT enter building through another door.
  - Parents will report to Door 6 (Lunchroom) to check the child out. Child will be called down from the assigned room.
  - Will be outside when possible.
- There will be increased cleaning in WAC rooms.
- Students are assigned into a cohort group, which is determined on number of students at the given time.

#### Classroom (4-K-2, 3-5, 6-8)

- All Grades
  - Face coverings are encouraged
  - Provide hygiene instruction/signage
  - Encourage/schedule handwashing and/or sanitizing
  - Point out hand sanitizer throughout building
  - Frequently clean used areas/supplies (student assistance is allowed, not required)
  - Remain with cohort and in room when possible
  - Limit routine hallway exposure
  - Provide individual locations to work
  - All students assigned individual Chromebook (5K-8)
  - Cohort lunch tables by class/grade when possible
- 4-K/5th
  - Keep message consistent about proper hygiene.
  - Help student communicate if anxious over others being in their space
  - Each child has own supply pouch/box
  - Provide individual locations to work
  - Look at least traveled ways to get where we want to go
  - Remain with cohort and in room when possible
  - Define requirements and expectations for students with reminders
  - Limit routine hallway exposure

- 5th-8th
  - Strategic assign lockers
  - Assigned seats/locations while in classrooms
  - Increased passing time to reduce number of students in the hallway
  - Cohorts are in place to the extent applicable

#### Lunch/Recess

- 4K-2
  - 10:50 – 11:20 Lunch
  - 11:20 – 11:45 Recess
- 3-5
  - 11:40 – 12:10 Lunch
  - 12:10 – 12:35 Recess
- 6-8
  - 12:20 – 1:10 Recess/Lunch
- All Grades
  - Indoor recess will be in their own classroom.
  - Avoid comingling between grades when possible.
  - New serving line formation for lunch.
  - Increased washing and disinfecting lunchroom between meals.
  - Expanding eating areas to allow for more distancing if needed.

#### Specials

- Return to normal special schedule for weekly classes.
- Increase cleaning between groups.
- PE outside when possible.
- Adjust music to meet small group needs or large group.

#### Hallway/Passing

- Move back to normal hallway passing.
- Students need to take turns at lockers and be as quick as possible. MS students encouraged to keep backpack with them.
- Lower grades keep as much stuff in classroom as possible.

#### Special Education Model

- Practice handwashing and sanitizing. Follow 4K-2 lead.
- Hold all evaluation/IEP & 504 meetings virtually if so desired. Invite parent/guardian to designated location/spacing at school.
- Provide services in environment as indicated in IEP.

### Field Trips

- The district believes field trips are an important part of the learning and will do what it can to continue this type of learning but will only do so if trip is safe for all involved.

### Co-curricular

- Participating schools are working on a plan and will be notified once they have something in place. (Girls BB games start mid-October with practice starting Oct. 4th)
- In school co-curricular will be conducted **if possible**. These be done in a manner to make sure they are safe for all participants.

### Communication

- Classroom Newsletters – Elementary and Google Classroom, Skyward Class emails, middle school assignment page
- Friday Folder
- Administrative emails
- Webpage/Facebook
- Community Newsletter

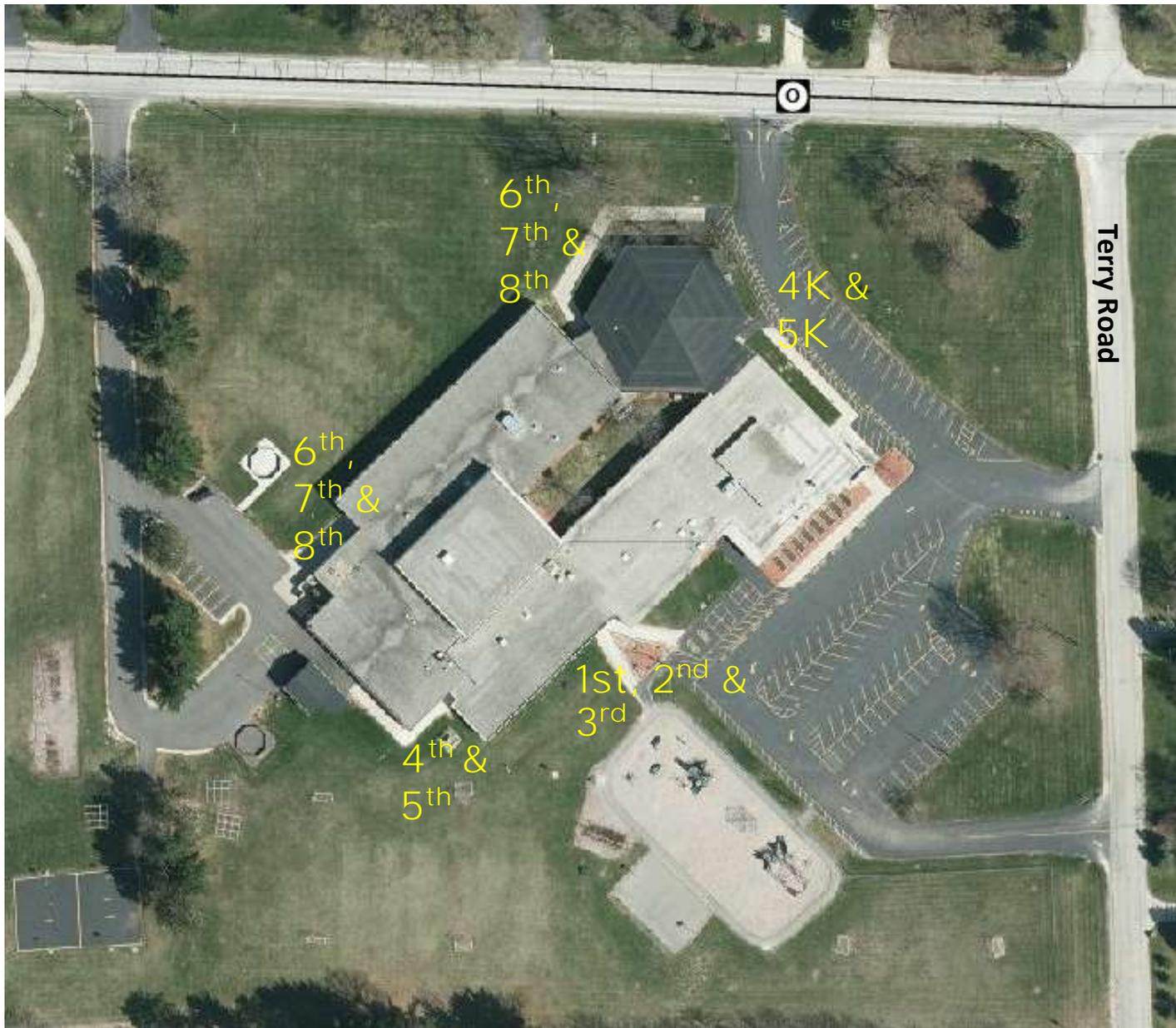
### Mitigating Procedures

- ESD has been working to put strategies in place to mitigate the possible spread of COVID on our school property based on data from the 2020-2021 school year along with the various guidelines and regulations from numerous agencies. ESD will continue to follow practices that have been working for us and will adjust those practices based on our data.
  - Physical distance when possible (Bus, School, Classrooms)
  - Promote options (face covering, designated locations, hygiene)
  - Use of Personal Protection Equipment (hand sanitizer, face coverings, disinfectant sprayers, UV machines, classroom supplies)
  - Hand sanitizer located at each entrance where students arrive and depart
  - Additional cleaning during and after school.
  - Use of bottle fillers throughout each section of building. Turned off water fountains.
  - Touch free sinks and paper towel dispensers
  - Utilize outdoor learning spaces as much as possible
  - Limited access to building to any outside person
  - Open up instructional volunteering program to person who have been vaccinated

Quarantine (Will follow Washington Ozaukee Public Health Department - WOPHD guidelines.)

- Confirmed Positive
  - School will be notified of case by WOPHD. School will be given some information about student who has confirmed positive test result.
  - Student who has confirmed positive test result will quarantine.
  - School will determine which classmates/staff were in direct contact with student, work with WOPHD, and contact parents/staff.
  
- Direct Contact with Confirmed Positive
  - Parent of child who has been identified as being in contact with student who has received a confirmed positive test result will be provided with information from WOPHD and ESD. The school will not identify person who received the positive result only that there has been a contact.
  - Each student identified as being in contact with student who has received a confirmed positive test result may be required to quarantine after administration has conducted a contact tracing protocol. Parents will be contacted about quarantine timeline. All students who are quarantined will receive hard copy of work to complete at home or given access to learning platform such as See-Saw or Google Classroom. Parent should consult doctor if they feel it is needed.
  - Based on local data, the school will not automatically quarantine entire classrooms but will look at factors to determine school quarantine to include contact outside of school. It is important parents work with school so we can limit whole group quarantines.
  - Children of staff members will be quarantined in school along with some students who have an IEP and need services.
  - Food services will be available to quarantine students. Please contact Cathy Conway, 262-673-3720 ext. 4140 if you need food services.
  
- Student with multiple symptoms
  - Students who display multiple symptoms can be excluded from school for recommended time based on reported symptoms unless a physician's excuse is presented that the student's symptoms are not resulting from COVID. Parents are encouraged to have child tested if symptoms last longer than 3-4 days.
  
- Parents are encouraged to report to the school if a child is displaying any COVID symptoms so the school can provide support to student and family while keeping our other students, parents, and staff safe.
  
- Students who test positive might be able to return to school faster than students who are in quarantine based on established timeline.

# DROP OFF



## Addendum #1

KNOW YOUR  
DROP-OFF

Where should my  
child(ren) report?

-See Map-

Multiple children?  
Pick a spot and have  
them walk to  
designated entrance.

# ERIN SCHOOL

## Addendum #1

Where to Drop off

Bus Riders and  
4<sup>th</sup> – 8<sup>th</sup> Grade  
w/no younger  
siblings

6<sup>th</sup>-8<sup>th</sup> who  
have  
younger  
siblings

Before School  
Care  
140  
Only between  
6:30-7:30

Door #6

Door #5

Door #4

4<sup>th</sup> & 5<sup>th</sup>

Door #7

Door #8

Door #9

Door #10

Door #11

Door #12

Door #13

4K & 5K

Door #3

1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>

Door #2

Door #1



PICK UP



## Addendum #2

Know your Zone

Zone 1 – Front of School

Zone 2 – Parking Lot

Zone 3 – Back of School



## Addendum #2

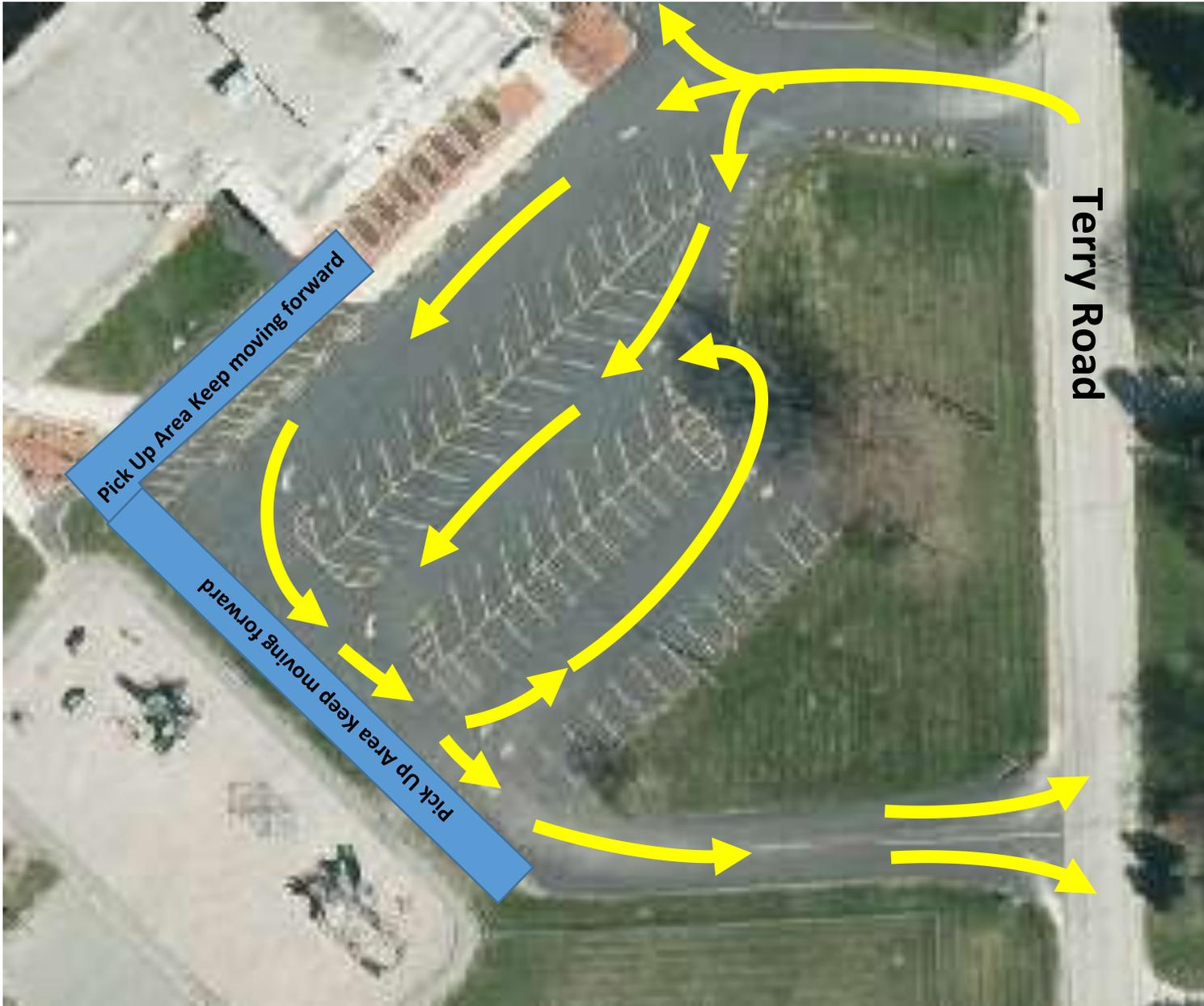
Pick Up Students

### **Zone 1**

Middle School students who  
have younger siblings

3:15-3:45

Pull as far ahead as possible.



Addendum #2

Pick Up Students

**Zone 2**

4K- 3<sup>rd</sup> grade  
Students

3:15-3:45



## Addendum #2

Pick up Students 4<sup>th</sup> - 8<sup>th</sup> with no younger siblings

### **ZONE 3**

Busing students and 4<sup>th</sup> – 8<sup>th</sup> grade pick-up students with no younger siblings.

\*Pick up – must park on driveway section marked in red. Once the buses have left, move into the circle area to pick up your child and exit. DO NOT park in circle. We need to have exit clear at all times.

\*Drop off – pull into circle, drop off child(ren) and exit.

## Board Approved Changes

At the 9/27/2021 Board meeting the following was approved:

- Visitors will be permitted in the building based on teacher requests or school needs. Visitor are asked to acknowledge they are symptom free prior to entering building. Visitors are permitted to not wear a mask but are asked to mask if working with a child who is masked. At this time parents are not permitted to enter the building for the sake of visiting because they want too i.e. eating lunch with child, visit child's locker. Parents are permitted to enter the building prior to 7:50 am and after 3:30 pm during school days.
- Use of the Phase sheet to help determine how move forward when dealing with active COVID cases and increased illnesses within the building. The administration is expected to conduct contract tracing and put measures in place to keep the school safe for all students and families. Should an event become to burdensome in contract tracing, the Board will call an emergency Board meeting to give guidance.

Phase 1		
Monitoring	Action steps	Face Covering
School notified a positive case within the classroom but determined school transmission to be low and the case was contracted outside of the school	<ul style="list-style-type: none"> <li>Identified student will be quarantined</li> <li>Family of students within classroom will be notified via letter</li> <li>Contact tracing will be conducted to determine any possible spread</li> <li>Teacher will observe students for COVID-19 symptoms and notify the principal who will notify parents by phone. Parents will be encouraged to have their child tested but monitor for ongoing symptoms</li> <li>Parents may choose to self-quarantine while child is being tested - Teacher will roll out distance learning plan, make contact with parents</li> <li>Teacher continues to monitor other students for symptoms and notifies the principal</li> <li>Teacher can take some steps to lessen spread within room if they choose (do not bring kids to carpet, decrease group size, increase distance between groups)</li> <li>Use UV machine in room each morning</li> <li>Wipe flat surfaces down over lunch</li> </ul>	<p>Bus - required upon entry and can remove once in the classroom</p> <p>Indoors - recommend wearing</p> <p>Outdoors - optional</p>

Phase 2a		
Monitoring	Action steps	Face Covering
School notified a positive <b>case</b> within the classroom but determined school transmission to be low/medium and the case was contracted outside of the school. There is no indication that there is a spread between students within the room. Teacher notices <b>more than three students</b> with symptoms within the classroom and/or students' absence due to illness.	<ul style="list-style-type: none"> <li>Identified student will be quarantined</li> <li>Family of students within classroom will be notified via letter</li> <li>Contact tracing will be conducted to determine any possible spread</li> <li>Teacher will observe students for COVID-19 symptoms and notify the principal who will notify parents by phone. Parents will be encouraged to have their child tested but monitor for ongoing symptoms</li> <li>Parents may choose to self-quarantine while child is being tested - Teacher will roll out distance learning plan, make contact with parents</li> <li>Teacher continues to monitor other students for symptoms and notifies the principal</li> <li>Teacher <b>will</b> take steps to lessen spread within room such as: no carpet gathering, spread desks at least 3 feet apart, assign seats, limit movement, remove classroom items to increase spacing, eat, decrease group size, increase distance between groups</li> <li>Use UV machine in room each morning</li> <li>Wipe flat surfaces down over lunch</li> </ul>	<p>Bus - required upon entry and can remove once in the classroom</p> <p>Indoors - recommend wearing especially if within 3 feet of another student for more than 15 minutes</p> <p>Outdoors - optional</p>

Phase 2b		
Monitoring	Action steps	Face Covering
School notified with two/three positive <b>cases</b> within the classroom but determined school transmission to be minimum and the case was contracted outside of the school. There is no indication that there is a spread between students within the room or we have <b>unknown sources</b> of the spread. Teacher notices more than three students with symptoms within the classroom and/or students' absence due to illness.	<ul style="list-style-type: none"> <li>Identified student(s) will be quarantine</li> <li>Family of students within classroom will be notified via letter</li> <li>Contact tracing will be conducted to determine any possible spread</li> <li>Teacher will observe students for COVID-19 symptoms and notify the principal who will notify parents by phone. Parents will be encouraged to have their child tested but monitor for ongoing symptoms</li> <li>Parents may choose to self-quarantine while child is being tested - Teacher will roll out distance learning plan, make contact with parents</li> <li>Teacher continues to monitor other students for symptoms and notifies the principal</li> <li>Teacher <b>will</b> take steps to lessen spread within room such as: no carpet gathering, spread desks at least 3 feet apart, assign seats, limit movement, remove classroom items to increase spacing, eat, decrease group size, increase distance between groups</li> <li><b>Masking will be required of all people in room</b></li> <li><b>Classroom will be isolated meaning, they eat in the room and have their own recess time</b></li> <li><b>Specials (art, music, gym) will be taught in room or outside</b></li> <li><b>NO before or after school care available</b></li> <li><b>NO transportation available</b></li> <li><b>Students will report to assigned area and come into school once the others have entered</b></li> <li>Use UV machine in room each morning</li> <li>Wipe flat surfaces down over lunch</li> </ul>	Bus – not able to ride in this phase  Indoors - required  Outdoors - optional

Phase 3		
Monitoring	Action steps	
Multiple students with COVID and clear indication the spread is within the classroom.	<ul style="list-style-type: none"> <li><b>Classroom</b> will be moved to a virtual setting</li> <li>Technology will be sent home</li> <li>Teachers will release classroom learning plan</li> </ul>	

Phase 4		
Monitoring	Action steps	
Multiple students in <b>multiple rooms</b> with COVID and clear indication the spread is within the <b>school</b> .	<ul style="list-style-type: none"> <li><b>Classrooms</b> will be moved to a virtual setting</li> <li>Technology will be sent home</li> <li>Teachers will release classroom learning plan</li> <li>Emergency Board meeting will be called to look at school wide masking or virtual setting</li> </ul>	

To: Erin School Board  
From: Dr. Kriewaldt  
Date: January 18, 2022  
Reference: Suggested SOP Updates

Based on the new guidance we are updated the SOP with the following procedures:

<b>Individuals who test positive:</b>
Students and staff who test positive for COVID-19 will be required to quarantine for five (5) days with the day of symptoms or test date starting as day zero. Students and staff who test positive are able to return to school on day six (6) with the following stipulations: fever free, no vomiting or diarrhea for at least 48 hours and all other symptoms are improving. Masks will be required for an additional five (5) days upon returning to school. If you prefer for your child not to mask, we ask that you keep them home through day ten (10).
<b>Close Contact:</b>
An individual who is in close contact with someone who tested positive for COVID-19 is required to isolate for a minimum of five (5) days after last contact. (Reduced from ten (10) days). Individuals may return on day six (6) if symptom free and were able to isolate from the positive person. If the individual is unable to isolate from the positive person then they may return five(5) days after the positive person comes out of quarantine. Timeline will be determined by the school or/and WOHD. Masks are encouraged

Our goal is to keep kids in school and learning. If your child is sick, please keep them home. If we have a shortage of staff due to illness, we may be forced to close school (similar to a snow day).