



Mother of Good Counsel Grade School  
3001 N. 68th Street, Milwaukee, WI 53210



# MOTHER OF GOOD COUNSEL

## Mother of Good Counsel School Reopening Plan 2020-2021

Our Mission Statement:

Mother of Good Counsel Catholic School is an inclusive urban community...  
committed to:

*serving,*  
*learning,*  
*loving and*  
*living* lives of integrity as Christ did



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Mother of Good Counsel is a K4-8 school, serving approximately 200 children. There is a staff of 25 teachers, Educational Assistants, and support staff. The school is located in the city of Milwaukee and serves a population that is almost 96% funded via the Milwaukee Parental Choice Program. This plan is intended to address policies and practices that would keep our students and staff as safe as possible during this pandemic and mitigate the spread of COVID-19 in our school community.

**Our goal** is to return to in person learning for all students when we have systems and staff in place that will keep everyone safe and healthy.

Mother of Good Counsel School's goals are aligned with the Department of Public Instruction as follows:

- *Keeping our students and staff physically safe*
- *Caring for the social-emotional and mental health needs of students and staff*
- *Keeping student learning coherent by creating a scope of standards with aligned systems of assessments, bound in units of instruction – whether learning in-person, virtual, or physically-distanced*

The plan is in three phases that correlate with the guiding principles offered by the CDC. The school's intention is to be prepared to return to all virtual when health conditions indicate the need. For every plan/phase, virtual instruction will be made available to families requesting it. (*Italicized descriptions below taken from [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)*).

**Phase 1: Lowest Risk: Virtual** *All students and teachers engage in virtual-only classes, activities and events.*

The school year will begin with all students, K4 – 8th, participating in virtual classes. The school will provide Chromebooks for students who need them to participate. The school will also survey who needs Internet connections and work with them on this issue. Teachers of grades 1 – 8 will use Schoology to present live and recorded lessons to their classes. The kindergarten teachers will use SeeSaw to present live and recorded lessons to their classes. Teachers will work from home. They may come to their classrooms on Mondays and Wednesdays or if they ask for permission throughout the week. Areas of the school used by teachers will be cleaned and disinfected by the teachers and the maintenance staff. Teachers will provide a standards-based curriculum in alignment with Archdiocesan standards. Direct and live-streamed instruction is provided daily with additional contact time available for small group or individualized learning support. Specialty teachers and support staff will provide extra learning support online for students who receive special services outside of the regular classroom. Our Extended Care Program will be open for a maximum of 50 students. We will also be offering a Drive-Up Food Program where we will distribute free lunches and breakfasts to our students.



**Phase B: More Risk: hybrid of in-person and virtual** *Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school/ days and groups do not mix. Students remain at least 6 feet apart and do not share objects.*

Phase B is a Hybrid Gradual Reentry. Families will complete the Archdiocese's COVID Consent form. Grades K4 will have all students attend in person school five days a week. The other classes will be in cohorts of no more than 15 students and one teacher. Cohort sizes will meet the 6 feet distance standard. Grades K5 – 8th will have up to fifty percent of the students attending in person school each day. Students in school will sit according to the teachers' seating chart. The rest of the students will participate via virtual instruction. No group will have more than 15 students in a classroom. When students are not at school, they will be participating in class virtually. Cohorts for each grade will meet either Monday and Tuesday or Thursday and Friday with Wednesday being the cleaning day. Students will wear masks provided by the school and the parents will be responsible for cleaning them. Students/parents and staff will complete the COVID Self-Assessment on PowerSchool each day. Temperatures will be taken before entering the building. Hallways are marked for the direction students are to walk and desks will be spaced so students are sitting six feet apart. Specialist teachers (e.g., music and art teachers) and middle school content specific teachers will travel to students' classrooms for their instructional time to minimize student movement through the buildings. During this time there will be no outside field trips.

**Phase C: More Risk:** We will continue to enforce safety measures and create as much space between students and teachers as possible. Safety measures will continue to be followed for all extra-curricular activities.

In Phase C, all students will have in person class five days per week with virtual option offered to families who have the need for it. Students will sit according to the teachers' seating chart. Teachers will continue to stream and record lessons for those who are learning virtually. Specialist teachers (e.g., music and art teachers) and middle school content specific teachers will continue to travel to students' classrooms for their instructional time to minimize student movement through the buildings.

Students Receiving Title Services will receive services in all Phases. Virtual instruction will be provided by Catapult Learning for identified students both during Phase A and when requested and approved in Phases B and C. Title Support in both Reading and Math will be supplemented by Catapult Learning- through the virtual platforms. We will continue with no field trips during this phase.

**Mother of Good Counsel will assess risk, education, and safety measures weekly to determine ability to move between Phases.** Mother of Good Counsel School will begin the 2020/2021 school year in Phase A – Virtual Instruction. The target date for movement to Phase B is January 19, 2021. Should the school not be able to fund or accommodate all protective measures, safety precautions, infection prevention measures, and requirements





of the City of Milwaukee Health Department Phase 4.2 mandates, the school will remain in Phase A until all requirements and safety measures are in place. The school will return to Phase A – Virtual Learning, if the City of Milwaukee Health Department directs city of Milwaukee schools to cease in-person instruction at any time during the 2020-2021 academic year.

### **Policy Regarding In Person versus Virtual**

In Phase B, families may opt to have their student remain at home without providing documentation explaining the need to engage in virtual learning. All requests for Virtual Instruction will be honored. We will restrict each classroom/cohort to no more than 15 students total.

In Phase C, all students will be receiving in person instruction. To receive virtual service, parents will have to notify the principal and arrange a meeting to discuss the need for virtual learning. Health concerns must be accompanied by documentation from a physician explaining.

### **The following sections address COVID-19 mitigation measures in Phases B and C.**

#### **PHYSICAL DISTANCING**

##### **Cohorts**

Each classroom cohort will allow up to 15 students total. Students are to remain in their desks with minimal movement around the classroom or in the hallways.

All classrooms will have markers on the floor for physical distancing in the classroom.

Additionally, students and teachers will be distanced 6 feet apart.

All classroom and office doors will be open during the school day to minimize touching of doorknobs.

Teachers will practice and enforce all required PPE guidelines.

All common areas including School Library, Gym, and Science Lab will be closed to gatherings. In some cases, small groups may be physically distanced in common spaces for instructional purposes.

The playground will be divided into three sections. Each grade will be assigned a section for a week then they will be rotated to a different section the next week so all groups will have opportunities to use each section of the playground. The playground equipment will not be used for recess. Students will be encouraged to maintain social distancing of 6 feet while playing outside.

Hallways will be marked to indicate direction and to maximize distancing during any transition times. Students will walk on the right side of the hallways and stairs, single file, to reach their destination.



- Arrows distanced 6 feet apart mark the floors and indicate two-way direction.
- Individuals must follow the floor markings to maintain 6 feet distancing.
- Width of hallway allows for two lines, 6 feet apart, on either side of the hallway, each line moving in opposite directions.

Bathroom Schedules will be strictly adhered to minimize contact and the number of students permitted in the bathrooms will be limited.

### **Classrooms**

All desks will be facing the same direction to reduce transmission of infection. The desks will follow spacing guidelines so all children are six feet apart. All classrooms will have a teacher-only designated area. All classrooms will have no touch garbage cans for the disposal of tissues, paper towels, and disinfectant wipes. Hand sanitizer will be available for hand hygiene.

Specials Teachers (art, music, physical education, and Spanish) will rotate to individual classes versus all students using a shared space. Whenever possible, physical education and music classes will be held outside and students will be distanced when outside.

Classroom diagrams attached at the end of the Reopening plan (regular and Kindergarten)

### **Transportation**

Mother of Good Counsel does not use bus transportation for students. Families provide their own transportation.

### **Mail and School Deliveries**

All visitors with deliveries including US Mail, Amazon and UPS will use the buzzer on the front door (68th Street/Lisbon). Visitors will be buzzed into the building. All deliveries will be dropped off in the foyer to prevent further entry into the building. School personnel will go to the foyer to sign for any materials.

### **Building Visitors**

No volunteers or visitors will be allowed to drop in to the building. Only those with approved appointments will be allowed in the building through the front door (68th Street/Lisbon). There will not be any impromptu meetings. All visitors will be required to undergo health screening and a temperature check. All visitors must wear masks. There will be no more than three people in the office at one time.

Classroom volunteers will not be used until Milwaukee Gating Criteria reaches Phase 5.

In-house staff (Specials teachers, COVID-19 Coordinator, Principal, Reading and Learning Specialists, Office Personnel) will be utilized as classroom substitute teachers when needed. In the event there are not adequate substitutes to maintain in-person learning,



students will be transitioned to virtual learning until such time as staffing is able to accommodate in person instruction.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held virtually all year long.

### **Athletics/Co-Curricular**

There will be no fall or winter or spring athletics. All Co-curricular activities will be conducted virtually. A sports safety plan will be submitted to the Milwaukee Health Department before resuming school athletics.

No external groups will be permitted to use the school facility during any Phases. All Parish activities (Christian Formation) have been moved out of the school building.

### **Meals**

#### **Breakfasts**

Breakfasts will be provided in the classrooms. Teachers will eat with the cohorts.

- Teachers will get breakfast “crates” before school so the students can wash hands and start eating breakfast on their sanitized desks when they come in to the classroom.
- No trash bins will be in the hallways for debris – these will be emptied after breakfast by maintenance
- Crates will be returned to the hallway for pick up by maintenance
- Maintenance will use the aqueous ozone sprayer, Victory Innovations Co. Professional Cordless, Electrostatic Sprayer using BruTab Multipurpose Effervescent tablets, which is an EPA approved COVID disinfectant sprayer, to sanitize the crates

#### **Lunches**

Kindergarteners will be dining in their classrooms. All other grades will be dining in the cafeteria in their cohorts on a rotational schedule with all surfaces being cleaned before and after each cohort and social distancing of six feet will be observed. All students will wash hands before and after eating. Meals, snacks, and beverages will be individually packaged whenever possible. When not possible, food and beverages will be served directly to the students. There are no vending machines available to the students and all self-service food items will be discontinued as stated above. The safety of all students with food allergies will continue to be ensured. Schedule for lunch periods is attached in the appendices. At no time will there be more than 30 students in the cafeteria at a time. Each group will have a seating chart for their students.



- Students will sit in appropriately spaced designated areas with each person sitting six feet apart
- Teachers will eat with their students and monitor removal and replacement of masks when eating and drinking
- Teachers will eat with their students and supervise washing of hands as students leave for recess on the playground
- All Mother of Good Counsel's food services employees will be trained on proper safety and/or disinfecting procedures for school cafeteria and kitchens, following CDC disinfections guidelines. <https://www.cdc.gov/coronavirus/2019-nov/community/clean-disinfect/index.html>. This training will be conducted virtually to maintain social distancing.
- All areas will be cleaned and sanitized per CDC guidelines after the lunch is completed.

#### **Morning Drop Off Procedure:**

- All students must have temperature taken before entering school.
- Need three adults in North Lot
  - Two opening car doors, taking temps
  - One letting students in the building
  - When the tardy bell rings – these people move to the front doors
- Need four adults in Breezeway/Church Lot
  - Two opening car doors, taking temperatures
  - One at breezeway door d letting students in (Middle School)
  - One at “Café” door – to the north of breezeway, letting students in (3, 4, and 5th)
- ECP will have drop off at their door and check temp from 6:30 -7:15

**K3-2** get dropped off in the North Lot (if a family has children in K3 – 2 and in other grades they are to use the North Lot and the children in grades 3 – 8 will walk to the Breezeway area and follow those procedures.)

1. Students must arrive wearing a mask. Temperatures will be taken as students get out of cars
2. If they are not in the temperature range of 99.9° or higher they then will proceed to the Primary door.
3. The student is allowed in and will proceed to his/her classroom; hands will be sanitized.

**3-8** gets dropped off in the Church Lot

1. Students must arrive wearing a mask. Temperatures will be taken as students get out of cars
2. If they are not in the temperature range of 99.9° or higher they then will proceed to the Breezeway.



3. Grades 3 – 5 will proceed to the doors to the left of the main Breezeway doors enter and proceed up the back stairway.
4. Grades 6-8 will proceed to the main Breezeway doors, they will enter, proceed up the stairs to the right to their classroom; hands will be sanitized.

### **Late Arrivals**

Students arriving late must enter through the front door (68th Street/Lisbon Door) wearing a mask. They may be walked to the building and buzzed into the vestibule. A staff member will check temperature before allowing student to proceed to the classroom. Parents/guardians will not be permitted to enter the building unless prior arrangement was made.

### **Afternoon Dismissal Procedure:**

- Prayer and Announcements will start at 2:45
- Dismissal will be staggered
- Grades K5 and 5th (2:55 Primary door and Breezeway)
- Grades 1st and 8th (3:00 Primary door and Breezeway)
- Grades 3rd and 7th (3:05 Lunch door and Breezeway)
- Grades 2nd and 4th (3:10 Primary and Lunch)
- Grade 6th (3:15 Breezeway)

Teachers will take the students down to the doors and wipe down railings, door handles and doors on the way down and back up to the classroom.

## **School Protocols**

### **Bathrooms**

- K3 use the bathroom in the resource room
- K4 and K5 use the bathrooms by their classrooms
- 1st and 2nd use the bathrooms by the computer lab – go as a class
- 3rd and 4th use the bathrooms by the art room – go as a class
- 5th use the bathrooms by the art room – send a few at a time
- Middle school use their bathrooms – send a few at a time
- Stress hand washing when using the bathrooms

### **Students**

- Students in grades K3 – 2 will bring a separate change of clothes to keep at school in case of an emergency
- School supplies will stay at school, in individually stored containers– students will need other supplies for at home
- Students should also have an area set up at home for virtual learning
- No birthday treats may be shared



- We must have a working phone number and email address for all students

### **Classroom Protocols**

- Masks for all – Students will be given 4 masks to use for school
- Classrooms will have their own supply of bandages and breakable ice packs
- Keep classroom doors and windows open for ventilation
- Desks will all be facing in one direction
- Students will bring water bottles – they bring what they need – no bubblers will be used for refill
- 3, 4, and 5 grades use the back stair cases and the doors to the north of the breezeway doors
- Students may not bring outside toys to school
- Students hang backpacks over chairs
- Desks and chairs will be cleaned at the end each day with the, Electrostatic Sprayer using BruTab
- Morning recess will be at the discretion of the teacher – check with others to see who will be outside
- Each class will have a morning meeting – to check in with students
- After the morning meeting the teachers will lead them into a Mindful Moment – which will be carried through throughout the day
- Foot pedal trash bins will be in each classroom for regular disposal of trash – not food related.

### **Health Issues**

- Do not send any student to the office without calling the office first to ask Barb Berthold what to do first.
- If a student develops a temperature or has respiratory difficulties, they will need isolation
- Isolation will be in the Isolation/Health Room
- If a student has a temperature of 100° or higher or higher then must not return for 72 hours and have an acceptable temperature without meds

### **Face Coverings**

Per state mandate and to minimize transmission of COVID-19 and other illnesses, **face coverings are required for all students, staff and visitors at Mother of Good Counsel.** Each student and staff member will be provided with four cleaned face covering at no cost. Additional, disposable masks will be available for visitors or should a student or staff member need a face covering for any reason. Students must be able to put on and remove masks independently.

IMPORTANT: Parents/guardians will be required to pick up their student immediately if the student is not in compliance with the school's mask policy. Students not in compliance will be sent to the School Office and supervised in the COVID 19 Health Room (Science Lab)

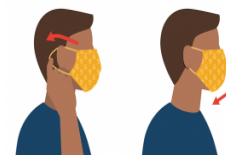
until pick up. Families requesting a waiver must contact the principal and provide documentation from a medical professional explaining the need for the waiver.

*Please read carefully the information below provided by the CDC*

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice.

### **Wear your Mask Correctly**

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent



### **Wear a Mask to Protect Others**

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands, or use hand sanitizer to disinfect



### **Take Off Your Mask Carefully, When Leave School**

Untie the strings behind your head or stretch the ear loops

- Handle only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



### **Exceptions to face coverings:**





Students and staff will not be required to wear a mask when eating or drinking. Physical distancing must be maintained.

Masks will be required for outdoor instruction and physical distancing must be maintained.

Staff members may remove masks only if working in a classroom or office alone.

Per CDC recommendation, masks are not recommended if communicating with individuals who are deaf, have a disability or condition that makes communication difficult. Physical distancing must be maintained.

Students, families and staff will be informed and guided to employ strategies that minimize behaviors that exhibit bias against any student or staff member unable to wear a mask for approved reasons.

### **Education and Notification Regarding the Use of Face Coverings:**

Parents will be asked to work with students to practice the use of a facemask.

Guidelines for proper mask wearing will be sent home to parents prior to in person start.

Staff orientation prior to in person will include guidelines for proper mask wearing.

Teachers will provide orientation for students on Day 1 of in person learning and continue to monitor effective use of face coverings throughout the day and re-educate/practice as needed.

Signage will be posted at every outside entry point stating that mandatory face protection is required to enter and that symptomatic individuals may not enter the building.

### **Protecting High Risk Populations**

The CDC considers the following people to be at high risk for severe illness due to COVID-19:

- Older adults (>60 years old)
- People (children and adults) who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease
- Have underlying medical conditions, including:
  - Pregnant or less than one-year post-partum
  - Chronic lung disease
  - Serious heart conditions
  - Chronic kidney or Sickle Cell disease
  - Individuals with compromised immune systems (includes undergoing cancer treatment and autoimmune disorders)



- Diabetes
- Obesity ((BMI over 30 in adults, or at or above the 95th percentile in children)

**Self-identifying students as high risk for illness due to COVID-19 and requesting virtual instruction:**

1. Email to Principal requesting virtual learning option.
2. A meeting will be scheduled virtually with the Principal and COVID-19 Coordinator.
3. A virtual plan will be created based on the needs of the student and in conjunction with the Homeroom Teacher. The plan will include:
  - Schedule and expectations
  - Required participation guidelines
  - Materials needed at home

**Self-identifying staff as high risk for illness due to COVID-19 and requesting alternate assignment:**

1. Contact principal at least two weeks prior to in-person start.
2. A meeting will be scheduled virtually with the Principal.
3. Every effort will be made to accommodate the request.
4. Guidelines of COVID 19 Contract Addendum will apply.

**Protective Measures**

Supplies meet EPA requirements and will be inventoried weekly. School will open in either Phase B or Phase C with 125% of inventoried supplies on hand. If any supply level of inventoried supplies reaches 50%, supplies will be reordered. Supplies include:

- Hand Sanitizer (meeting or exceeding 60% alcohol requirement)
- Paper Towels
- Tissue
- Bathroom Dispenser Soap
- Masks
- Rubber/latex Gloves
- BruTab Multipurpose Effervescent tablets, which is EPA approved
- Virex 64HB Hospital Disinfectant



Ongoing cleaning of touch points, bathrooms and hallways will be done throughout the school day by school maintenance. Bathroom touch points will be cleaned every two hours throughout the day by maintenance. A cleaning log must be initialed after each cleaning.

## **Infection Prevention**

### **Immunizations**

All students will be required to be up to date with immunization by September 30, 2020. If applicable, exemption documentation will be required to be in on file no later than September 30, 2020. Parents will be required to submit the state vaccination form to the City of Milwaukee Health Department. Mother of Good Counsel will also provide required documentation to the City of Milwaukee Health Department.

### **Cleaning/Disinfection**

School maintenance personnel will provide daily cleaning and disinfecting services. All touch points will be disinfected daily including doorknobs, tables, desks, and handrails. All buildings will be deep cleaned and disinfected twice a week based on the cohort schedule. Regular daily and environmental cleaning will continue. Mother of Counsel insures use of EPA approved products.

Teachers will develop classroom routines of ongoing disinfecting during the school day. Staff will be trained in the required contact time for the disinfectants. School maintenance personnel will disinfect bathrooms every two hours. An initialed log will be used.

### **Ventilation**

The school has conducted an HVAC assessment to ensure adequate ventilation. See appendix from Dillett Mechanical Service Inc. They will be installing campus wide bipolar ionization units. These units have MERV 13 filtration. Additional MERV 13 filters will be on hand for replacement.

All classroom and office windows will be open to assist with airflow until weather makes it prohibitive. ASHRAE guidance will be followed.

### **Isolation/Health Room**

The school will provide an isolated space for ill students to rest while waiting for pick up. Any student exhibiting COVID-19 symptoms will be relocated to the school's COVID-19 Health Room. The COVID-19 Room will be housed in the room next to the conference room across from the school office. Up to 3 students will be able to be distanced in the room. These students will be given a designated area in which to rest and await pick up. The COVID-19 Coordinator will monitor the students and escort them to 68th Street/Lisbon door for pick up. The COVID Coordinator will provide informational written guidelines to students and parents regarding isolation, quarantining and contact.



The COVID-19 Health Room will be disinfected after every use and not used for any other purpose.

### **Sharing Supplies**

Students will not be permitted to share supplies including learning aides, electronic devices or food items. Students will have their own individual containers for needed supplies.

### **Hygiene Practices**

Greetings will be limited to waves, “peace sign” or nods. Students and staff will not hug, shake hands or use contact methods of greeting.

Students and staff will wash hands upon entering the building and at regular intervals during the day.

Teachers will instruct/remind students to avoid touching faces and to cover coughs/sneezes.

Signage will be in the hallways, bathrooms and the classrooms to remind all of best practices for hygiene and how to stop the spread of COVID-19.

### **Screening**

Daily Health Screening will take place for all students and staff. Staff and students can self-report on our SIS (PowerSchool). The students will also be asked these questions verbally when they arrive at school. The COVID Coordinator will check in with the staff. Staff and students will answer the following questions before beginning the school day:

1. Have you experienced any of the following the in the last 24 hours?
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Sore throat
  - Unusual fatigue
2. Have you experienced any of the following with the past 24 hours?
  - Fever (100° or higher)
  - Chills
  - Muscle aches/pains
3. Have you experienced a new loss of taste or smell?
4. Have you experienced a newly-onset headache?
5. Are you experiencing any of the following:
  - Nausea
  - Vomiting



- Diarrhea
6. Has there been close contact with someone who has tested positive for COVID-19?
  7. Are you practicing social distancing, mask wearing and hand washing?

If there is a positive response to any of the above symptoms, the student or staff must remain home. If the student or staff, exhibit any of the above symptoms the student must be sent to the COVID isolation room for further inquiry, parent notification and request for pick-up; the staff member will go home.

Remote learning because of COVID or quarantined students are also tracked on PowerSchool. This information will be compiled weekly by the COVID-19 Coordinator to help identify potential clusters.

**No students or staff may attend school if they have any symptoms identified as potentially COVID 19.**

The most common signs are fever over 100°, cough, and trouble breathing.

- |                         |                            |
|-------------------------|----------------------------|
| • Sore throat           | • A loss of taste or smell |
| • Congestion/Runny nose | • Nausea or vomiting       |
| • Chills                | • Diarrhea                 |
| • Muscle pain           | • Fatigue                  |

Again, any student or staff member exhibiting any of the above symptoms must stay home.

We recommend that their physician be contacted to determine need for testing.

Student/staff member may not return to school until they are symptom free for 72 hours. If physician recommendation is for a COVID 19 test, the student/staff must report that to the COVID 19 coordinator and may not return until a negative test result is received.

**Symptoms exhibited during the school day.**

Students exhibiting symptoms will be sent to the School Office and then taken to the COVID 19 Health Room. The COVID-19 Coordinator will document the symptoms in PowerSchool and supervise the student until pick up. The COVID-19 Coordinator will share next steps with the parent at pick up via written guidelines for return to school. Students must be picked up within an hour of being notified. If Parent/guardian are not available, emergency contacts will be contacted to pick up the student.

Staff exhibiting symptoms will come immediately to the Principal's Office. Class coverage will be provided. The staff member will leave immediately and report symptoms via PowerSchool to the school when able.

In all cases, students and staff will be provided informational materials about potential isolation and quarantine expectations aligned with CDC recommendations.

**Confirmed COVID-19 or household member is confirmed with COVID-19.**



If a staff member or student tests positive or lives with a person who tests positive, the parent/guardian of the student or the staff member **MUST REPORT it to the COVID-19 Coordinator**, Kristine Wolf ([wolf@mgcparish.org](mailto:wolf@mgcparish.org)) 414-442-7600 ext. 118.

Parents are provided with the name and contact information in our COVID Handbook at the beginning of the year and will receive this information again in our pre-reopening meetings held via Zoom.

If we hear of a positive COVID-19 case we will call MHD to report it and record it for our weekly summary.

Guidance after a confirmed case is as follows: From Department of Health Services <https://www.dhs.wisconsin.gov/covid19/diagnosed.htm>): italicized information is from this resource.

*Someone who is sick with COVID-19 can spread it to others from two days before they show any symptoms until a few days after they recover. Not everyone with COVID-19 will get sick. Those who have been diagnosed with COVID-19, but never had symptoms, may still be able to spread it to others.*

***If you have been diagnosed with COVID-19, even if you don't have symptoms, you will need to separate yourself from other people in your home, also called "isolation," and self-monitor until you are no longer able to spread COVID-19 to others.***

- ***Stay home.*** *It is important that you avoid contact with others. We now know that you can spread COVID-19 to others beginning **two days before symptoms start until several days after symptoms start and around one day after you recover**; this is known as the "infectious period." Even if you never develop any symptoms, you may be able to spread COVID-19 to others.*
  - ***If you are sick***, you should remain in isolation for:
    - *At least 24 hours after you are free of fever without the use of fever-reducing medications and other symptoms have improved, **and***
    - *At least 10 days after the date you first had symptoms.*
  - ***If you do not have symptoms***, you should remain in isolation for:
    - *At least 10 days after your test date.*
  - ***Note:*** *For some people who develop serious illness from COVID-19, a longer period of isolation may be required before it is safe to be around others or go back to work.*

**Students or families with symptoms related to COVID-19, a positive test for COVID-19, or have been exposed to someone with COVID-19 in the past 14 days:**



Reporting will be made to Kristine Wolf, COVID-19 Coordinator by phone at (414)442-7600 ext. 118 or via email at [wolf@mgcparish.org](mailto:wolf@mgcparish.org). Parents are instructed to seek out testing in addition to having students stay home for 10 days. **Students may not return to school until they have been home for a minimum of 10 days and have tested negative for the virus.** Test results should be reported to the school. Documentation of the results need to be sent to the school. Virtual instruction will be provided for any students quarantining or awaiting test results. Classroom teachers will provide guidelines and expectations. PLEASE NOTE: Any positive COVID-19 test will be reported to the Milwaukee Health Department and must follow Health Department guidelines for isolation and quarantining.

**The following important links from the CDC provides detailed information about quarantining due to exposure or infection.**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

### **Staff Screening**

Staff will self-screen at home before reporting to work (via PowerSchool) and have temperature retaken at school. All staff will be required to have temperature checks each day. Any staff member with a temperature greater than 100° or a positive response to any screening question will call Kristine Wolf or Rachel Johnston to receive direction before reporting to school. The principal will arrange for coverage as needed.

### **Contact Tracing**

The City of Milwaukee Health Department performs contact tracing if there is a situation in the school. The Health Department is also responsible for informing individuals if they have been exposed. To assist the Health Department, all classes will remain in their assigned cohorts, there will be assigned seating, teachers schedules will be consistently followed, and absences will be accurately tracked. Both staff and student privacy will be protected as required by law. PowerSchool also the ability to contact trace we will use this data information to update our records and keep people apprised of what is happening at school. COVID-19 Coordinator will notify students and staff of exposure via email or phone call.

### **Reporting School Related Cases**

A report of a positive case of COVID-19 (student or staff) will be shared with the community via our Bright Arrow messaging program. Families and staff will be notified to check email via Bright Arrow. Due to privacy laws, any student or staff member contracting COVID-19 will not be identified specifically. Once reported, the CDC defines the following:





- People who have been in close contact with someone who has COVID-19.
- **What counts as close contact?**
  - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
  - You provided care at home to someone who is sick with COVID-19
  - You had direct physical contact with the person (hugged or kissed them)
  - You shared eating or drinking utensils
  - They sneezed, coughed, or somehow got respiratory droplets on you

If a staff or student was in close contact and they develop symptoms they will need to be tested and quarantined until results are received.

**Per the Milwaukee Health Department:**

Step 1	Step 2	Step 3
1 positive case	2 positive cases	>3% of school/cohort tests positive
School is required to report information to MHD for guidance.	School agrees to an on-site safety assessment completed by MHD staff.	School must transition to virtual/remote learning for minimum of two weeks with guidance from MHD staff.
School may continue approved operations.	Guidance : Option 1 – School is required to go to all virtual for recommended time frame or Option 2 – School may opt to have school/cohort population tested.	School must transition to remote learning.

**Community Spread Conditions in our zip code**

The COVID-19 Coordinator will monitor the 53210 COVID conditions. If need arises she will consult with the health department and inform the school administration and families of any changes that need to take place via email, text and social media. This could mean moving back to all virtual from hybrid.

**Attendance Policy related to COVID-19**

Students with symptoms will stay home. Student absences will be tracked by the COVID-19 Coordinator to determine if absence is due to quarantine from being in contact with anyone exposed to COVID-19, a positive test for COVID-19, contact with anyone testing positive for COVID-19, COVID-19 symptoms or another health reason. Further, the COVID-19 Coordinator will monitor absences and log any students asked to isolate to assist in contact tracing and student/staff notification. This recording will be done in PowerSchool.



Students experiencing absence due to quarantining, COVID-19 symptoms, exposure to COVID-19 or a positive COVID-19 diagnosis will be transitioned to the school's Virtual Instruction and Online Learning Program.

Students absent due to quarantining, COVID-19 symptoms, exposure to COVID-19 or a positive COVID-19 diagnosis will be marked as Excused-Absent for any time missed. If a student transitions from Excused-Absent to Virtual Learning, the student will be considered in attendance.

Symptomatic students will not be required to complete work remotely until they are able to physically handle the workload. Asymptomatic students will participate as long as they are able and do not exhibit any debilitating symptoms. The COVID-19 Coordinator will be in contact with families to offer support and reinforce the flexibility of the attendance policy as it relates to COVID-19.

### **Staff Absences**

Staff members who exhibit symptoms are to remain home. Staff should take their temperature and complete the self-assessment in PowerSchool before coming to school. If a staff member is exhibiting any symptoms of COVID-19, the staff member should contact Rachel Johnston, Principal, and remain home. Then the principal will then inform Kristine Wolf, COVID -19 Coordinator.

Staff absences will be tracked by the COVID-19 Coordinator to determine if absence is due to quarantine from being in contact with anyone exposed to COVID-19, positive test for COVID-19, contact with any testing positive for COVID-19, COVID-19 symptoms, or another health reason.

Staff members experiencing absence due to quarantining, COVID-19 symptoms, exposure to COVID-19 or a positive COVID-19 diagnosis, if physically able, will teach virtually from home during their absences.

Staff absent due to quarantining, COVID-19 symptoms, exposure to COVID-19 or a positive COVID-19 diagnosis will follow health department guidelines. Staff members who have been exposed to someone who tests positive for COVID-19 will quarantine for 10 days and seek a COVID-19 test if recommended by their physician.

Any staff member absent due to COVID-19 will be in direct contact with the Principal. Staff may not return to school without the expressed approval of the Principal. The Principal will be responsible for providing staffing to substitute for any absent teacher.

### **Closing Situations**

Should there be a COVID-19 concern, Mother of Good Counsel will move to Phase A to ensure the safety of all students and staff. Mother of Good Counsel will follow all guidelines of the City of Milwaukee Health Department for a safe re-opening. Should the city, county or state mandate a city, county or statewide closure, Mother of Good Counsel will move to Phase A.



Mother of Good Counsel will consistently seek out information to guide the school's decision making that may affect the school's ability to operate at full capacity (potential number of contacts, how cases are distributed throughout the school, and vulnerability of the school population).

Should there be a shortage of staff or necessary supplies to function safely, Mother of Good Counsel will move to Phase A and all instruction will be virtual.

### **Education**

Students, staff, and parents will be required to complete COVID-19 orientation sessions prior to the implementation of Phase B or C. Orientation sessions will include:

- Covid-19 symptoms and transmission
- Immediate reporting if ill and process for reporting
- Proper use of a face covering
- Distancing Protocols
- Hand washing
- Cleaning and disinfecting personal possessions and personal space
- Use and disposal of tissues, paper toweling and disinfectant wipes
- Social behaviors that minimize the risk of exposure
- COVID 19 school guidelines, expectations, and requirements

Additionally, for staff:

- Sick leave policies
- New policies and protocols for infection prevention in the building as needed
- Updates on state and local mitigation efforts and community spread conditions

If the school plans a special event or program, we will be in contact with MHD to help us determine guidelines for the safety of all. At this time no special events are planned.

The school has systems in place for continued communication throughout the school year and during Phase transitions. Those systems include:

- Email address by class for each teacher or all students
- Bright Arrow Messaging- email or text
- School website
- School Facebook Page

### **Signage**

Signage will be placed on all entrances prohibiting entry with COVID-19 symptoms or without a facemask. Signs will also be posted at school entrances to request that people who have been symptomatic not enter the building. See Signage Folder

Signage will be placed throughout the school including each classroom, bathroom, and hallway to encourage distancing and frequent hand washing and the proper techniques and how to properly wear a face covering. See Signage Folder



Mother of Good Counsel Grade School  
3001 N. 68th Street, Milwaukee, WI 53210

**Resources:**

City of Milwaukee Health Department - <https://city.milwaukee.gov/Health/>

Center for Disease Control - <https://www.cdc.gov/>

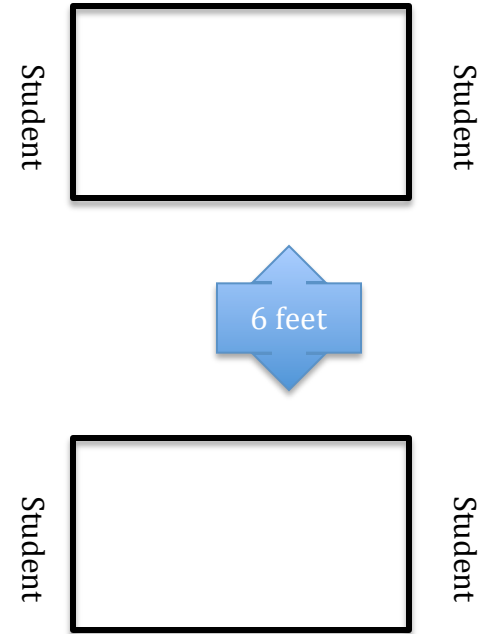
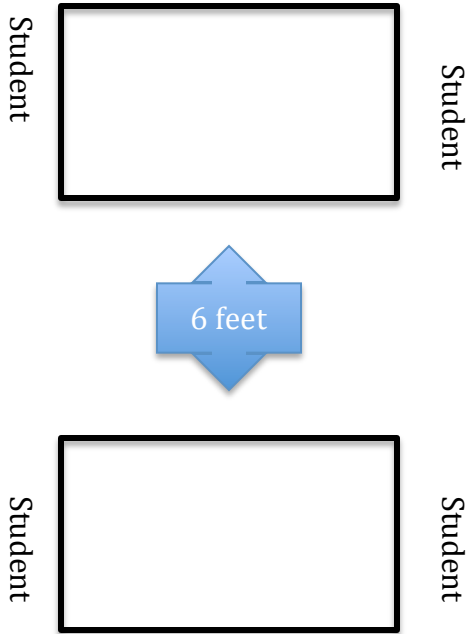
WI Dept. of Public Instruction - <https://dpi.wi.gov/>

WI Dept. of Health Services - <https://www.dhs.wisconsin.gov/covid-19/index.htm>

**Appendices**

# Kindergarten Classrooms

Teacher



Teacher

Student

6 feet

Student

6 feet

Student

6 ft

Student

6 feet

Student

6 feet

Student

6 ft

6 ft

6 ft

Student

6 feet

Student

6 feet

Student

6 ft

6 ft

6 ft

Student

6 feet

Student

6 feet

Student

9 ft

6 ft

6 ft

Student

6 feet

Student

6 feet

Student



COMMERCIAL / INDUSTRIAL / HVAC/R

January 19, 2021

Attn: Kristine Wolf



3001 N 68th St, Milwaukee, WI 53210

21625 Doral Rd  
Waukesha, WI 53186

PH (262) 650-0770

FX (262) 650-0880

*Re: Campus Wide Bi-Polar Ionization Proposal*

Dear Kristine,  
Dillett Mechanical Service Inc. is pleased to provide pricing for a Campus Wide Bi-polar Ionization installation.

~ Pricing is for **5 mobile units** for all classrooms corridors and gathering spaces up to **15,000** cubic feet in size. It is a variable speed fan unit in a 2' wide x 3' long x 2' high cabinet with an integrated Bi-Polar Ionization module which ensures a minimum of 2 room air changes per hour with Ionized air. This fan unit comes equipped with lockage casters for quiet operation and unit mounted handles for ease movement. The air flow pattern flows horizontally for maximum low ceiling air change and comes with Merv 13 filtration.

\*Proposed unit locations shown on the School map as a Green **X**

~ Pricing is for **22 mobile units** for all classrooms corridors and gathering spaces up to **8,400** cubic feet in size. It is a variable speed fan unit in a 2' wide x 3' long x 2' high cabinet with an integrated Bi-Polar Ionization module which ensures a minimum of 2 room air changes per hour with Ionized air. This fan unit comes equipped with lockage casters for quiet operation and unit mounted handles for ease movement. The air flow pattern flows horizontally for maximum low ceiling air change and comes with Merv 13 filtration.

\*Proposed unit locations shown on the School map as a Red **X**

~ Installation a Bi-Polar Ionization module in the Trane Packaged RTU serving the Gym.

\*Proposed area served location shown on the School map as a Blue **X**

All the above for the sum of:

Fifty-eight thousand nine hundred and eighty-two dollars.....\$58,982.00

AIR CONDITIONING

HEATING

SHEETMETAL

MECHANICAL SYSTEMS

CONTROLS

REFRIGERATION



**Notes:**

- ~ The above price is valid for 60 days
- ~ The above cost includes delivery and set up of all units proposed
- ~ The above price is based on straight time hours
- ~ Sales tax is not included in the above price where applicable
- ~ 50% of the project total is due upon proposal acceptance/ 50% of the proposal total is due 30 days after satisfactory completion

Thank you for the opportunity to partner with you on this project. If you have any questions or concerns, please feel free to contact me on my cell at 414-331-6409 or the office at 262-650-0770.

Sincerely,  
Dillett Mechanical Service, Inc.

Accepted Purchaser:

*Tom Dillett*

Tom Dillett  
Sales Manager

By: \_\_\_\_\_

**“Offering the highest level of service as we continue to innovate and improve”**

This information is the intellectual property of Dillett Mechanical Service Inc. and is meant for the sole use of the intended addressee. Any disclosure, distribution, or reproduction to other than the addressee and employees thereof is strictly prohibited. Any action taken, or not taken, by the addressee based on the information contained hereto is understood to be the sole responsibility of the addressee.

WIS. STAT 779.02 - AS REQUIRED BY THE WISCONSIN LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, THE OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.



**COVID-19 PANDEMIC: STUDENT / FAMILY STATEMENT OF OPERATIONS, UNDERSTANDING, AND CONSENT  
FOR THE 2020 – 2021 SCHOOL YEAR**

NAME OF STUDENT(S):	
NAME OF PARENT/GUARDIANS:	SCHOOL:

**Section 1: The COVID-19 Pandemic**

The novel coronavirus, COVID-19 (hereinafter "COVID-19"), has been declared a worldwide pandemic and is extremely contagious. As a result, in order to resume in-person educational activities at the school, social distancing and other safety measures have been enacted at the Archdiocese of Milwaukee Catholic School named above (hereinafter "School"). The School has put in place safety measures and standards of behavior to reduce the spread of COVID-19 at School and at School activities. Even with implementation of safety protocols, the School cannot guarantee that you, members of your household, or your child(ren) will not become infected with COVID-19 and cannot guarantee that attendance at School and/or participation in the School's activities will not increase your risk and/or your child(ren)'s risk of contracting COVID-19.

**Section 2: Direction to Parents and Legal Guardians**

In addition to the safety measures being implemented by School, the above-named parents and legal guardians (hereinafter "Parents and Legal Guardians") hereby agree to adopt the following safety measures of their own to help ensure the safety of all School students, families, teachers, and staff. These safety measures are as follows:

1. **Daily Temperature Check and Health Screen.** Each morning, Parents and Legal Guardians shall take the necessary steps to determine whether their child(ren) are exhibiting symptoms of COVID-19, including, but not limited to, temperature checks for fever (as defined by the CDC as at or above 100.4), review for the presence of any symptoms commonly associated with COVID-19, such as cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Should your child(ren) exhibit any symptoms of COVID-19, we require that you keep your child(ren) home.
2. **School's COVID-19 Safety Plan.** Parents and Legal Guardians agree to follow School's COVID-19 Safety Plan, which is attached to this document as Exhibit A and incorporated by reference herein.

**Section 3. Students Exhibiting COVID-19 Symptoms at School**

Should a child demonstrate any symptoms of COVID-19 at School, School will contact that child's Parents and Legal Guardians to require that child be picked up from School and taken home in a timely manner.

**Section 4. Known Exposure to COVID-19**

In the event that a child or a household member living with a child has been knowingly exposed to COVID-19, the Parents and Legal Guardians of that child hereby agree to immediately take the following steps:

1. Contact child's primary care physician.
2. Notify the local health department.

3. Follow the local health department's protocols for quarantine, isolation, and return to work or school.
4. Notify School of the exposure.
5. Prior to child returning to School, Parents and Legal Guardians agree to contact School to inform School of the steps taken to ensure that child is no longer contagious based on the protocols and guidelines of the local health department.

#### **Section 5. Positive COVID-19 Test**

In the event that a child or a household member living with a child has tested positive for COVID-19, the Parents and Legal Guardians of that child hereby agree to immediately take the following steps:

1. Contact child's primary care physician.
2. Notify the local health department.
3. Follow the local health department's protocols for quarantine, isolation, and return to work or school.
4. Notify School of the exposure.
5. Prior to child returning to School, Parents and Legal Guardians agree to contact School to inform School of the steps taken to ensure that child is no longer contagious based on the protocols and guidelines of the local health department.
6. Provide School with evidence of child's negative COVID-19 test result and/or a release from child's primary care physician.

#### **Section 6. Acknowledgement of Risk**

By signing this COVID-19 Pandemic: Student/Family Statement of Operations, Understanding, and Consent for the 2020 – 2021 School Year, I/we acknowledge the contagious nature of COVID-19, that my/our child(ren) and I/we may be exposed to or infected by COVID-19 by attending and/or working and/or volunteering at school and/or by participating in school activities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I/we understand that the risk of becoming exposed to or infected by COVID-19 at the above-named School may result from the actions, omissions, or negligence of myself/ourselves and others, including, but not limited to School employees, volunteers, students, and their families.

**I/we further agree on behalf of myself/ourselves, my/our child (student) named herein, and my/our heirs, successors, and assigns, to absolutely release, defend, indemnify, and hold harmless the named School, associated parishes and school systems, principals, teachers, volunteers, and the Archdiocese of Milwaukee, its directors, officers, employees, attorneys, agents, representatives, and insurers/third-party administrators (hereinafter collectively referred to as the "Indemnified Parties") from any and all claims or causes of actions in any way related to COVID-19, brought by any person or entity, including but not limited to, all claims and causes of action based on the alleged negligence of the Indemnified Parties, other third parties, or my own negligence.**

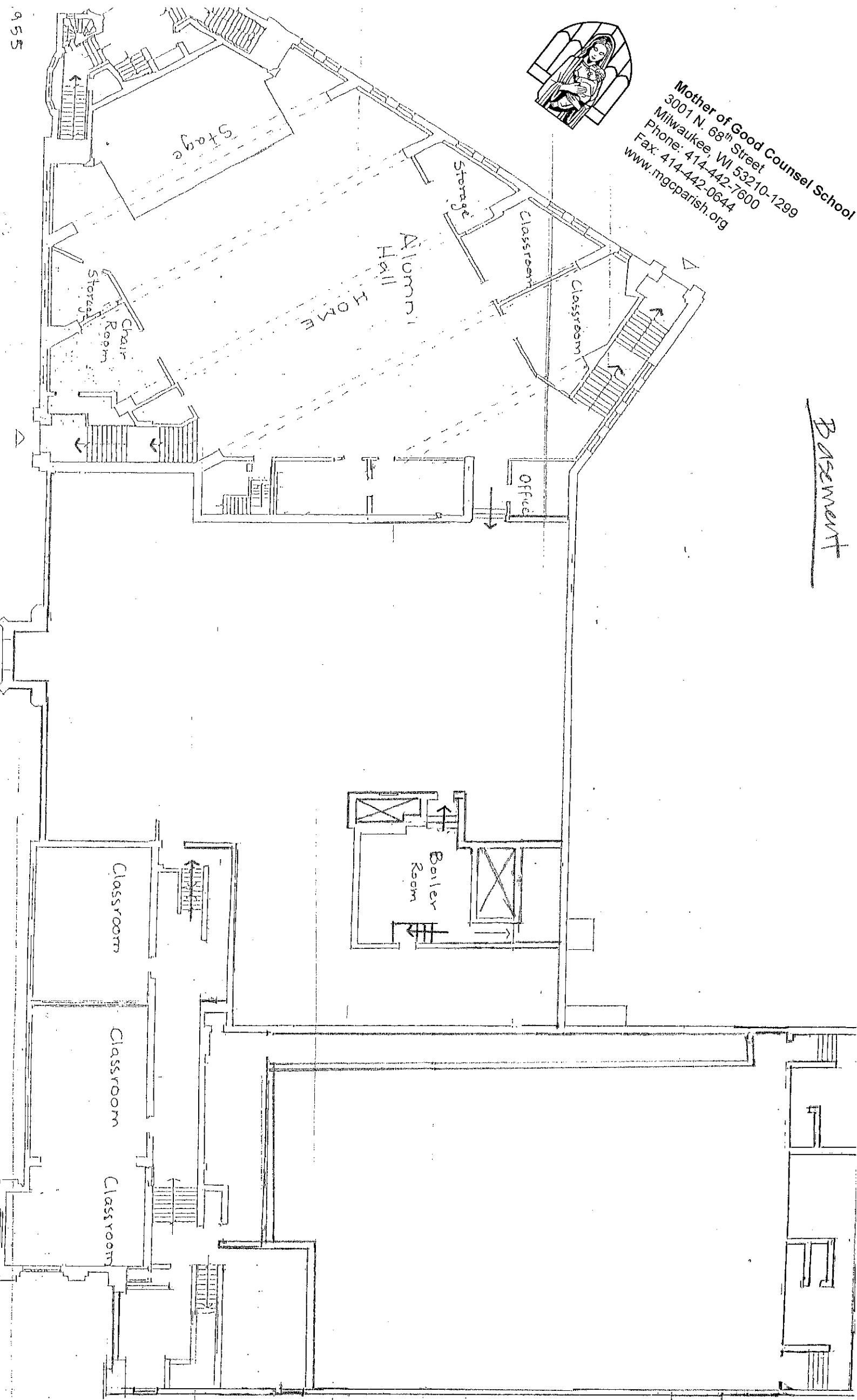
LEGAL PARENT/GUARDIAN SIGNATURE:	DATE:
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LEGAL PARENT/GUARDIAN SIGNATURE:	DATE:
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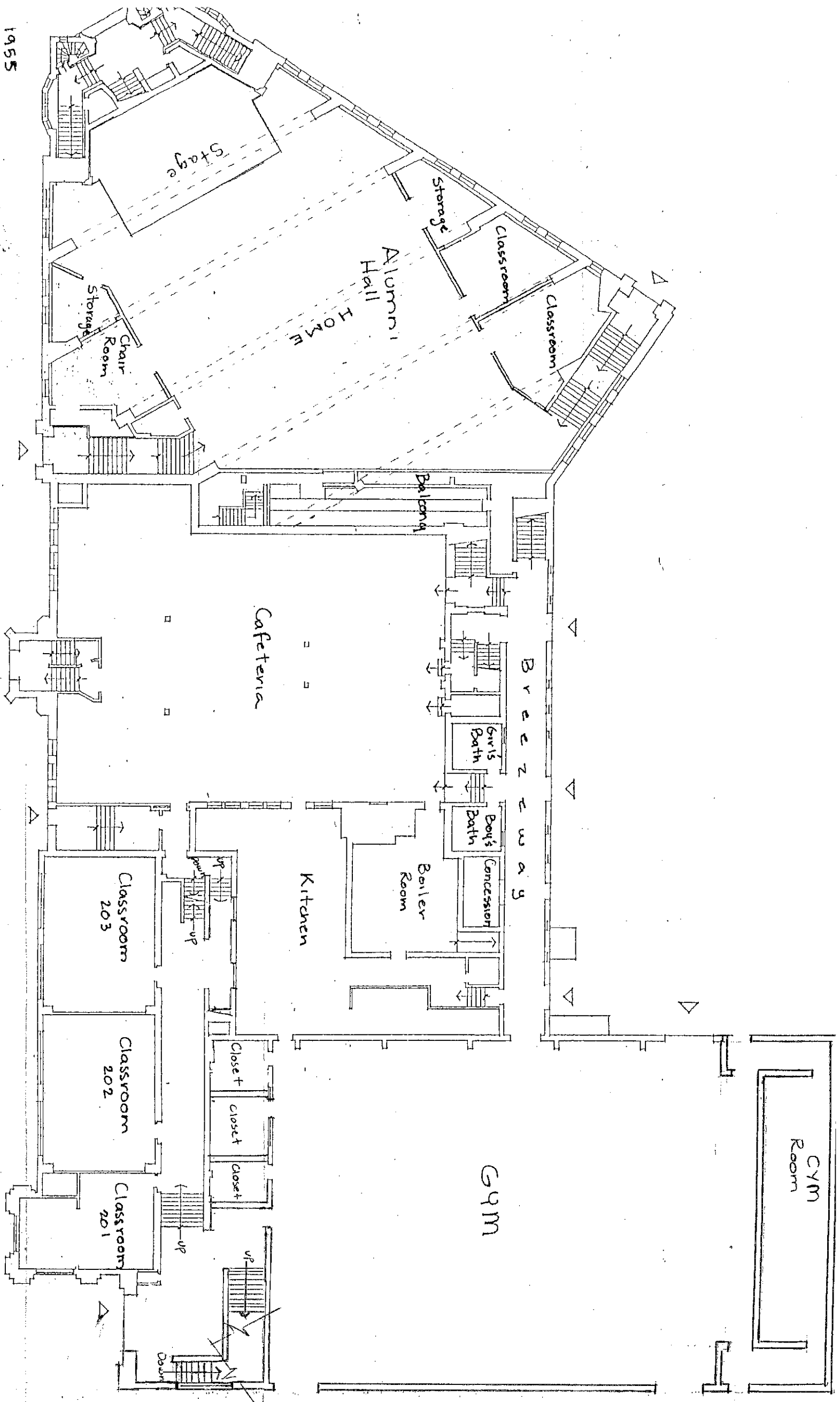


Mother of Good Counsel School  
3001 N. 68th Street  
Milwaukee, WI 53210-1299  
Phone: 414-442-7600  
Fax: 414-442-0644  
www.mgoparish.org

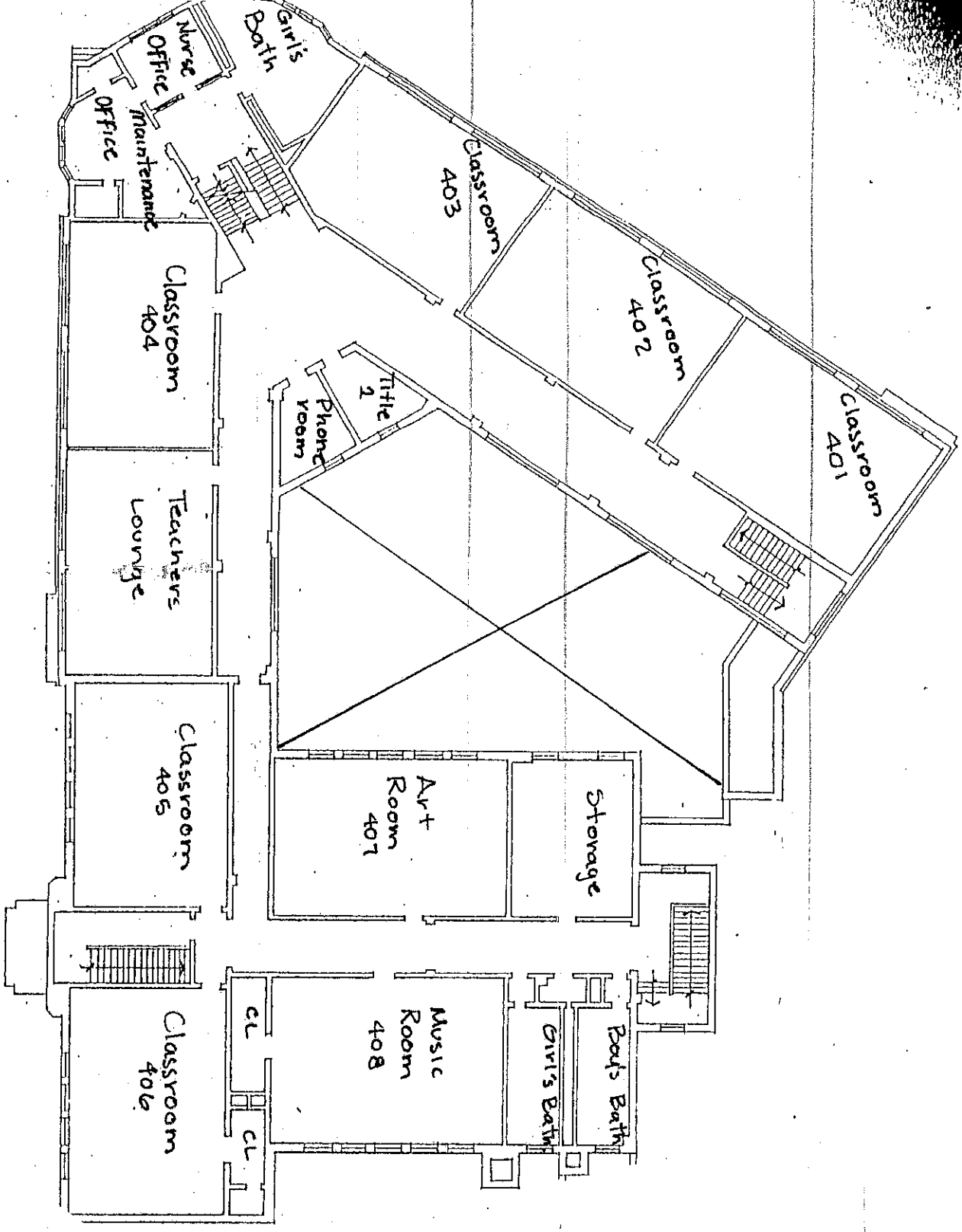
Basement



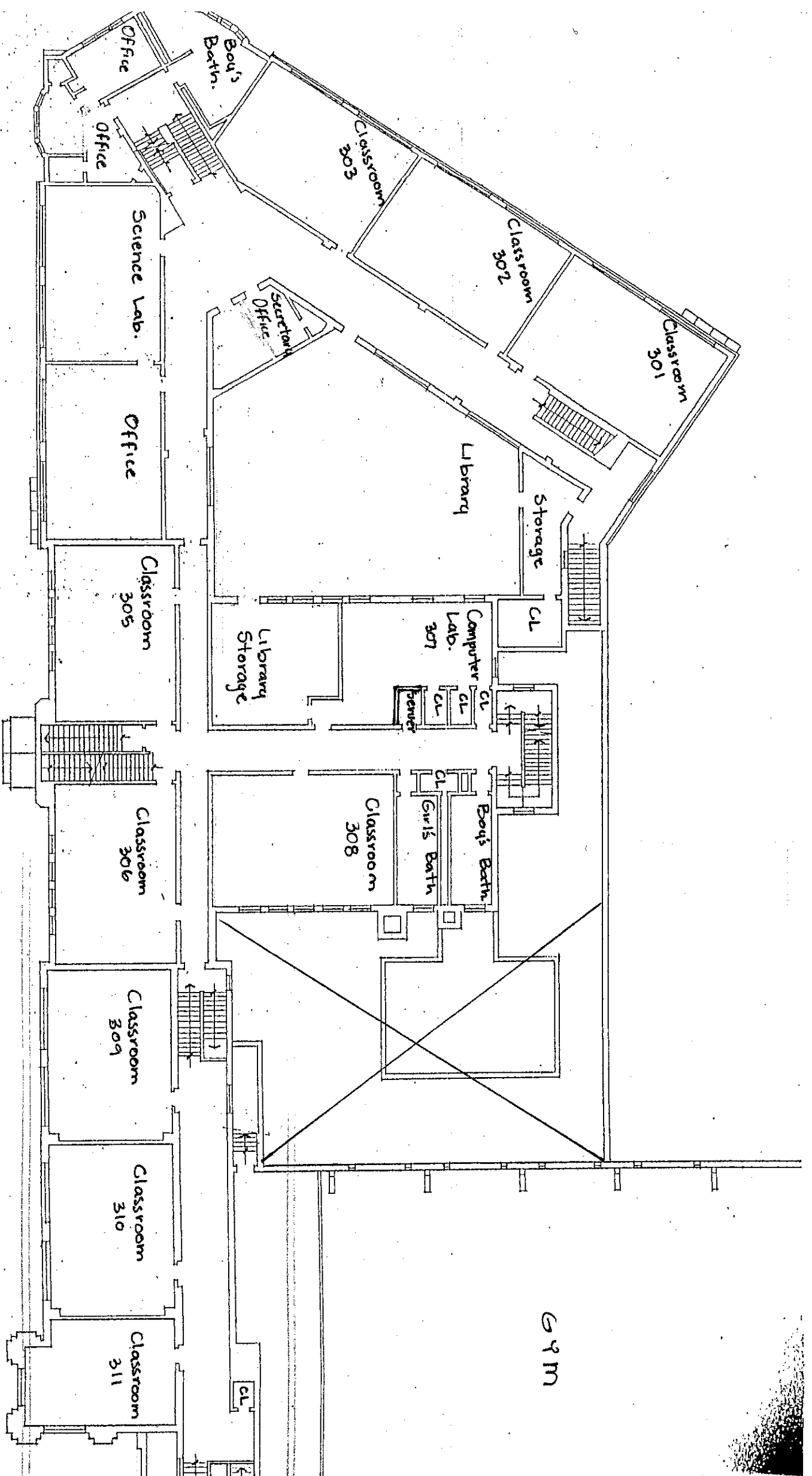
1955



1941



LEVEL 3



64m

LEVEL 1



ECP Basement - Daycare Space 7,966.1 Sqft

### School Basement

Room 101, 102, Boy's Bathroom

Girl's Bathroom, Stairway

Janitorial Closet & Boiler room 4,946.8 Sqft

### School 1<sup>st</sup> Floor

Cafeteria, Kitchen, Breezeway

Boy's & Girl's bathrooms Concession

Stand, Balcony, Gym, Cym, Locker

room Classroom 201, 202, 203

19,890.31 Sqft

### School 2<sup>nd</sup> Floor

Classroom 301, 302, 303, 304, 305

306, 307, 308, Hallway, Clean room

Library, Secretaries office, Closets

Principal's Office, & Assistant office

Bathrooms, Stairways,

Classrooms 309, 310, 311 16,473.63 Sqft

### School 3<sup>rd</sup> Floor

Classroom 401, 402, 403, 404, 405

406, 407, 408, Teacher room

Hallways, Bathrooms, Maintenance

Office Phone room, Soda room

10,867.19 Sqft

Cafeteria

4,536.67 Sqft

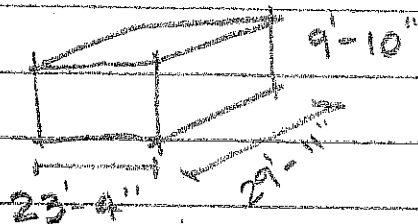
Gym

6,000.00 Sqft

Library

2,408.00 Sqft

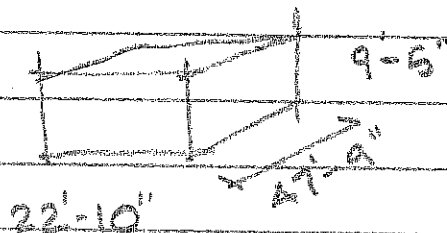
Room 203 (Mrs. Landolt) 3-K



$$699.51 \text{ ft}^2$$

$$6920.22 \text{ ft}^3$$

Room 102 (Mrs. Gordon)



$$1091.45 \text{ ft}^2$$

$$10303.4 \text{ ft}^3$$

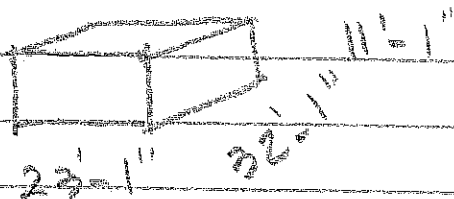
Room 302 (MS Social Studies)



$$706.02 \text{ ft}^2$$

$$6378.64 \text{ ft}^3$$

Room 308 (New Computer room)



$$742.97 \text{ ft}^2$$

$$8268.02 \text{ ft}^3$$

Grade	Start Lunch	Start playground	Leave Playground	Where
K3	11:00	11:15	11:45	Homeroom
K4	11:10	11:30	11:50	Homeroom
K5	11:15	11:30	11:50	Homeroom
1st	11:20	11:50	12:10	Café
2nd	11:25	11:50	12:10	Café
3rd	12:00	12:20	12:40	Café
4th	12:05	12:20	12:40	Café
5th	12:05	12:20	12:30	Café
6th	12:30	12:50	1:10	Café
7th	12:35	12:50	1:10	Café
8th	12:35	12:50	1:10	Café

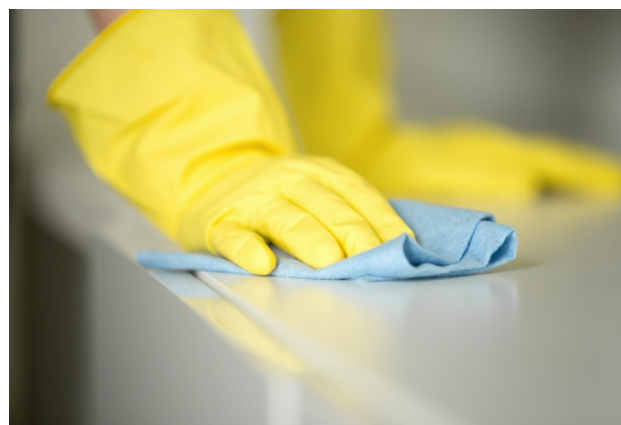
# Cleaning and Disinfecting



It is important to clean and disinfect spaces in order to avoid further spread of Coronavirus (COVID-19). This document can help guide you on what areas to disinfect, what disinfecting products to use, how to disinfect, what protective equipment to wear, and who should disinfect the contaminated areas. The cleaning procedures in this document should reduce any health hazard risk.

## What to Clean:

- **Clean and disinfect high-touch surfaces.** Focus on bathrooms, common areas, and areas where the person with COVID-19 was for extended periods of time. Concentrate on high touch surfaces such as tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks.
- **Janitorial staff should be tasked with cleaning and disinfection.**
- **Wear disposable gloves when cleaning and disinfecting surfaces.** All gloves should be thrown away after each cleaning/disinfection and should not be used for other purposes. Gloves should be changed if torn.
- **Clean hands immediately** after gloves are removed and thrown away.



## How to Clean and Disinfect:

If surfaces are dirty, clean surfaces using a detergent or soap and water before disinfection.

### HARD SURFACES

- For disinfection, clean surfaces using diluted household bleach solutions, alcohol solutions with at least 70% alcohol, or most common EPA-registered household disinfectants.
- Use diluted household bleach solutions. Follow manufacturer's instructions for application and proper ventilation.
- Make sure the product is not expired.
- Never mix household bleach with ammonia or any other cleanser.

### SOFT (POROUS) SURFACES

- Remove visible contamination if present and clean with appropriate cleaners indicated for use on soft surfaces.
- Launder items following the manufacturer's instructions.
- If possible, launder items using the warmest water setting for the items and dry items completely.
- If you cannot launder items, use products EPA-approved for emerging viral pathogens that work for soft surfaces.

## What Products to Use:

- Household bleach will be effective against COVID-19 when properly diluted.

### PREPARE A BLEACH SOLUTION BY MIXING:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Do **NOT** use expired household bleach
- Wipe bleach solution onto the surface and allow the surface to air-dry
- Other EPA-registered household disinfectant products are expected to be effective against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).



### LOOKING FOR MORE INFORMATION?

Visit the [CDC environmental cleaning and disinfection website](#) for updated information.



# *School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit*

*Wisconsin Department of Public Instruction*

*Carolyn Stanford Taylor, State Superintendent*

*Madison, Wisconsin*

6/19/20

## INTRODUCTION

---

Engaging in face-to-face learning while the virus causing COVID-19 remains in circulation, and while no vaccine is yet available, requires thoughtful considerations and careful and detailed planning. The Wisconsin Department of Public Instruction (DPI) offers school districts guidance regarding considerations, strategies, and rationale for making decisions. The tools provide school nurses and school staff with resources to implement the strategies. This document is in support of the DPI's *Education Forward*, DPI's [Interim COVID-19 Infection Control and Mitigation Measures for Schools](#), DPI's [Interim COVID-19 Transportation Guidance](#), and DPI's [Interim COVID-19 Cafeterias and Food Service Guidance](#). The strategies presented constitute what are considered promising practices at the current time, based upon what is currently known and understood regarding COVID-19. Promising practices and recommendations are based upon information from the Centers for Disease Control (CDC) and the Wisconsin Department of Health Services (DHS). It is understood that both CDC and DHS guidelines may change based upon new scientific information and epidemiological data. This document and the tools will be updated as new tools and resources are created and as mitigation strategies evolve. (Tools marked by an asterisk [\*] are in development.) The DPI strongly encourages school districts to involve school nurses and local public health professionals in their planning and operations.

The DPI recognizes that each school community is unique, and that it may not be possible for the proposed strategies to be implemented in every setting. Any decision about what strategies to implement should be made in consultation with local health authorities who can help assess the current level of mitigation needed based on the level of COVID-19 transmission in your community, the capacities of your local public health department and health care systems, and other relevant factors. Additionally, see [Reopening School Buildings Risk Assessment Tool](#).

## 1. SOCIAL AND PHYSICAL DISTANCING

Determine what physical infrastructures are required to promote social distancing (desks and classrooms, hallways, cafeteria, gym, playground) and isolate ill students and staff.

Develop a continuum of strategies for the implementation of social distancing. Identify all locations and times where students are in close contact with each other and create strategies to restructure those locations and activities. Consider the impact of physical distancing on school provided transportation.

Strategies	Rationale	Tools * in development
<p>Reduce class size to allow physical distancing.</p> <p>Stagger arrival and/or dismissal times.</p> <p>Consider dividing up student entry points rather than funneling all students through the same entry space. These approaches can limit the amount of close contact between students in high-traffic situations and times.</p> <p>Develop a learning schedule in cohorts to minimize the inter-mixing of large groups of students.</p> <p>It is recommended that classes include the same group of students, teachers, and support staff each day. In the event of an outbreak or positive case of COVID-19 this will facilitate contact tracing.</p> <p>Consider having teachers change classrooms when feasible and students remain in the same location as much as possible. This</p>	<p>The overall goal of social distancing is to increase the physical space between members of the school community to reduce unintended exposures. Consider implications on singing, musical instruments, physical education and shared art supplies/spaces.</p> <p>The more people a student or staff member interacts with, and the longer the interactions, the higher the risk of COVID-19 spread.</p> <p>Small, closed classroom groups that serve a consistent group of students and teacher(s) offer the opportunity to more closely control the environment and supports contact tracing if exposure occurs.</p>	<p><a href="#">CDC Considerations for Schools</a></p> <p>Example room layout models/floor plans (<a href="#">see Tools and Resources</a>):</p> <ul style="list-style-type: none"> <li>Classroom Plan A (pdf)</li> <li>Classroom Plan B (pdf)</li> </ul> <p>*Classroom layouts</p> <p>Use of least restrictive physical distancing measures should consider the use of masks on buses (<a href="#">see Tools and Resources</a>):</p> <ul style="list-style-type: none"> <li>Bus with 24 passengers- 3 feet social distancing (pdf)</li> <li>Bus with 12 passengers - 4 feet distancing (pdf)</li> <li>Bus with 6 passengers - 6 feet social distancing (pdf)</li> </ul> <p><a href="#">CDC Coronavirus printable resources</a></p> <p><a href="#">OSHA Guidance on Preparing Workplaces for COVID-19</a></p>



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<p>will minimize mixing of students during transfer and minimize cross contamination of surfaces.</p> <p>If a teacher sees multiple students a day, it is recommended that s/he clean and disinfect the areas commonly touched by students prior to new students arriving. It is also recommended that instructional groups be small enough to allow for social/physical distancing).</p> <p>Stagger recess, lunch hours to avoid contact between cohorts.</p> <p>Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast.</p> <ul style="list-style-type: none"><li>• If alternate spaces are not available, ensure classroom groups sit together in lunchrooms.</li></ul> <p>Rearrange student desks and common seating spaces to maximize the space between students.</p> <ul style="list-style-type: none"><li>• Desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).</li><li>• Consider using visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate</li></ul>	<p>The virus that causes COVID-19 will remain in circulation until a vaccine is developed and widely used.</p> <p>The vast majority of students and staff remain susceptible to COVID-19 and other communicable diseases.</p>	<p>If lunch is served in classrooms make sure to take measures to ensure the safety of food allergic individuals.</p> <p>Minimize risk of cross-contact of allergenic proteins in the classroom by reinforcing strict hand washing with soap and water after food contact, disinfection of surfaces after food contact is made, and implement blanket "do not share" food practices.</p> <p>These strategies are consistent with those outlined in the CDC's 2013 publication <a href="#">"Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs,"</a> and synergize with the principles of hand hygiene and surface washing that also reduce infection spread.</p> <p><a href="#">Wind Instrument Aerosols in the era of COVID</a></p> <p><a href="#">U.S. Army Band Mitigation Plan</a></p> <p><a href="#">American Music Therapy Association</a></p> <p><a href="#">National Federation for State High School Associations</a></p>
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<p>spacing to support social distancing.</p> <p>Arrange classrooms to allow teachers to practice social distancing.</p> <ul style="list-style-type: none"><li>• Turn teachers' desks to face in the same direction (rather than facing students) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).</li></ul> <p>Restrict access to places that allow larger gatherings (e.g. cafeteria, staff lounge, libraries, music and art rooms) and stagger use and disinfect between use, or close these entirely.</p> <p>Grid off sections for common spaces and lunch areas to help students separate and reduce seating to ensure &gt;6ft physical distance.</p> <p>Separate partitions in open spaces with high risk of interaction/contact (e.g. playground, blacktop).</p> <p>Increase the number of bus routes to reduce occupancy on each bus.</p> <p>Change bus schedules to bring students in batches that align to cohorts (grade level, floors).</p> <p>Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible.</p>		
Strategies	Rationale	Tools

## 2. LIMIT SYMPTOMATIC AND ASYMPTOMATIC SPREAD AND EXCLUSION CRITERIA

Create and implement plans to limit symptomatic and asymptomatic spread of infectious diseases (COVID-19 and others).

Individuals should NOT be in school if they:

- Are showing symptoms of influenza like illness or COVID-19
- Have been in contact with someone confirmed of having COVID-19 in the last 14 days.

Reinforce flexible attendance policies and other educational options during quarantine period.

Determine exclusion criteria and plans to monitor students and staff for COVID-19 like symptoms.

Determine what screening protocol district will use. Consider availability of thermometers, type of thermometer used, and staffing issues when making determination along with current public health recommendations for screening.

Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.

Consider ways to accommodate the needs of staff at risk for serious illness from COVID-19.

Strategies	Rationale	Tools *in development
Require ill staff and students to remain home and contact local public health officials for guidance.  Determine protocols for notifying local public health officials of suspected or confirmed cases of COVID-19.  Ill student or staff should not return to school until they have	Additional waves of infections are expected, possibly coinciding with flu season in October or November. This could result in site, district, regional, or county or statewide school closures. Short-term closures of single or multiple schools will remain a	<a href="#">FERPA &amp; Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions (FAQs) March 2020</a>  <a href="#">DPI Student Record Confidentiality</a>  <a href="#">Department of Health Services COVID-19 Symptoms of Illness</a>

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<p>met the criteria to discontinue home isolation.</p> <p>Conduct health screenings safely and respectfully in accordance with privacy laws and regulations. Confidentiality should be maintained.</p> <p>Create communication systems for staff and families for self-reporting of symptoms and notification of exposures and closures.</p> <ul style="list-style-type: none"> <li>• If a student becomes ill while at school: the school should provide an isolated space for the ill student to safely rest while waiting for the arrival of parent/guardian.</li> <li>• School should contact the student's parent/guardian to pick up the student as soon as possible.</li> <li>• Staff person, wearing a cloth face covering or surgical mask and eye protection, should stay with the student while awaiting parent/guardian's arrival.</li> </ul> <p>Consider implications of staff traveling between several buildings.</p> <p>Restrict nonessential visitors, volunteers and activities involving other groups at the same time.</p>	<p>possibility until a vaccine is widely used.</p> <p>Mitigation strategies can be scaled up or down depending on the evolving local situation.</p> <p>Limiting the number of individuals who have contact with a person ill with COVID-19 remains a critical mitigation strategy.</p> <p>Close contact is defined by DHS as being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (usually 10-15 minutes) while they were symptomatic or in the 2 days prior to symptom onset. Close contacts are considered traceable contacts if someone at school or in a classroom tests positive for COVID-19.</p> <p>Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.</p> <p>Services for students with Individualized Educational</p>	<p><a href="#">Recommendations FAQs on Testing for Schools</a></p> <p><a href="#">Determining Release from Isolation and Quarantine Cases and their Contacts in Day Care Settings or Schools</a></p> <p><a href="#">Returning to School After COVID-19</a></p> <p><a href="#">CDC symptom based criteria to discontinue home isolation</a></p> <p>COVID-10 Exposure Tracking Form (<a href="#">see Tools and Resources</a>)</p> <p>*COVID-19 Absence Tracking Form</p> <p>*Daily health questionnaire (staff) (students)</p> <p>*Exclusion criteria checklist (communicable disease)</p> <p>*Script for attendance line</p> <p>The CDC lists underlying medical conditions that may increase the risk of serious COVID-19 for people of any age: <a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html</a></p> <p><a href="#">Implementation Strategies for Communities with Local COVID-19 Transmission (pdf)</a></p>
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<p>Honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or of others in their home.</p> <p>Identify staff who cannot or choose not to be in school due to their own high-risk conditions or age. Staff who cannot be at school due to their own high-risk conditions could provide distance learning instruction or be reassigned to other duties that limit physical interaction.</p> <p>Medically fragile and or special education students may not be excluded from school solely on their underlying condition. The school nurse should work with the parent and healthcare providers in determining what is best for the student. Children with disabilities may not be denied access to education in the least restrictive environment. Equitable access needs to be considered as all students return to school.</p> <p>School districts should remind school staff regarding confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials should</p>	<p>Plans (IEP) must continue under Federal law. Many school districts continue to hold IEP in innovative ways such as using Zoom. In some cases, IEP may need to be modified to meet the student's needs. In seeking support on special education topics, school nurses may want to consult the Disability Rights Education and Defense Fund (DREDF), which may be found at <a href="https://dredf.org/covid-19-advocacy-and-resources/">https://dredf.org/covid-19-advocacy-and-resources/</a></p> <p>Specialized Physical Healthcare Services (SPHCS) are provided to students with disabilities to ensure equal access to health needs and education in the school environment. Students must have equal access to curriculum and health care needs in the school environment. The use of personal protective equipment during these procedures following COVID-19 may be consistent with pre-pandemic use for some procedures. For others, additional use may be warranted.</p> <p>It is important to work with the primary health care</p>	<p>DPI <a href="#">Interim COVID-19 Infection Control and Mitigation Measures for Schools</a></p> <p>Hay/Fever Coronavirus (<a href="#">see Tools and Resources</a>)</p> <p><a href="#">Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak</a> (March 2020)</p> <p><a href="#">Proper Use of Non-contact Infrared Thermometers - FDA</a></p>
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<p>not participate in discussions or acknowledge a positive test if personally identifiable information (PII) is involved. Consider community circumstances that affect if such information may be PII. See DPI's <a href="#">Student Records and Confidentiality</a></p>	<p>provider and parent in determining if it's in the child's best interest for the child to return to school. Some medically fragile students may be impacted by COVID-19. For children with disabilities protected by Section 504 who are dismissed from school during an outbreak of COVID-19 because they are at high risk for health complications. The decision to dismiss a child based on his or her high risk for medical complications must be based on the individual needs of the child and not on perceptions of the child's needs based merely on stereotypes or generalizations regarding his or her disability. See <a href="#">Implementing Part B of the IDEA and Section 504 during a COVID 19 outbreak</a></p>	
Strategies	Rationale	Tools

## 3. PERSONAL PROTECTIVE EQUIPMENT FOR SCHOOL STAFF AND HYGIENE MEASURES

Acquire an adequate supply of personal protective equipment (PPE) to protect staff and use for students who develop symptoms while at school.

Encourage frequent and scheduled hand washing and use of hand sanitizer.

Strategies	Rationale	Tools *in development
<p>Ensure sufficient quantities of appropriate PPE are available to healthcare staff (gloves, hand sanitizer, sufficient masks for symptomatic/ill students, masks and/ or N-95 respirators/PAPRs for school nursing staff, gowns, face shields, goggles).</p> <ul style="list-style-type: none"> <li>See CDC's <a href="#">Using Personal Protective Equipment (PPE)</a>.</li> <li>Consider not allowing the use of nebulizers at school to limit aerosolization of secretions</li> </ul> <p>Determine district practice regarding face coverings. Face coverings are most essential in times when physical distancing is difficult and therefore their use by staff and students is recommended.</p> <ul style="list-style-type: none"> <li>Teach and reinforce <a href="#">use of cloth face coverings</a> among staff and students. Face coverings may be challenging for students</li> </ul>	<p>School nurses and health office staff are providing healthcare to students. Federal and state laws require employers to provide personal protective equipment (PPE) to employees. PPE is difficult to obtain and many school districts donated extra supplies to the public health effort.</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.</p> <p>Use of N95 respirators or PAPRs may be required for use by</p>	<p><a href="#">CDC Infection Control Guidance for Healthcare Professionals About Coronavirus (COVID-19)</a></p> <p><a href="#">Guidance on Preparing Workplaces for COVID-19</a></p> <p>Personal Protective Equipment (PPE) Resources:</p> <p><a href="#">CESA Purchasing - PPE</a></p> <p><a href="#">OSHA's Respiratory Protection</a></p> <p><a href="#">CDC's Use PPE When Caring for Patients with Confirmed or Suspected COVID-19</a></p> <p><a href="#">NASN Facemask Consideration for Healthcare Professionals in Schools</a></p> <p><a href="#">PPE Considerations for Schools</a></p> <p><a href="#">Cloth Face Coverings in Schools</a></p>

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<p>(especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible.</p> <ul style="list-style-type: none"> <li>Individuals should be frequently reminded not to touch the face covering and to <a href="#">wash their hands frequently</a>. Information should be provided to all staff, students and students' families on <a href="#">proper use, removal, and washing of cloth face coverings</a></li> </ul> <p>Promote hand washing multiple times a day (create schedule to avoid overcrowding for washing).</p> <p>Use promotional programs around hand washing and other best practices.</p> <ul style="list-style-type: none"> <li>Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.</li> </ul>	<p>healthcare staff if involved in procedures that create aerosolization of secretions. <a href="#">Respirators, when required to protect HCP from airborne contaminants such as some infectious agents</a>, must be used in the context of a comprehensive, written respiratory protection program that meets the requirements of <a href="#">OSHA's Respiratory Protection</a>. The program should include medical evaluations, training, and fit testing.</p> <p>Teaching and reinforcing prevention behaviors (handwashing and cough/sneeze etiquette) and promoting flu vaccinations will continue to be important strategies in slowing the spread of COVID-19 and other infectious diseases.</p> <p>Handwashing is the single most effective infection control intervention (CDC). Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethanol and 70% isopropyl alcohol, the active ingredients in CDC-recommended alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as COVID-19. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly</p>	<p><a href="#">How to Use a Face Mask</a></p> <p><a href="#">CDC Face Covering Do's and Don't's</a></p> <p><a href="#">CDC Handwashing Posters</a></p> <p><a href="#">CDC Stop the Spread of Germs Poster</a></p> <p><a href="#">CDC Coronavirus Printable Resources</a></p> <p>Teaching Handwashing-Curriculum Examples (<a href="#">see Tools and Resources</a>):</p> <ul style="list-style-type: none"> <li>First Grade Handwashing presentation (pdf)</li> <li>Fourth Grade Handwashing Presentation and Germ Puzzle (pdf)</li> <li>Handwashing lesson Plans 5K - 1<sup>st</sup> Grade (pdf)</li> <li>Handwashing lesson Plans 2<sup>nd</sup>-3<sup>rd</sup> Grade (pdf)</li> <li>Handwashing lesson Plans 4<sup>th</sup>-5<sup>th</sup> Grade (pdf)</li> <li>Sample Handwashing Letter 5K- 1<sup>st</sup> Grade (pdf)</li> <li>Sample Handwashing Letter 2<sup>nd</sup>-5<sup>th</sup> Grade (pdf)</li> </ul> <p>Hand washing Video: <a href="https://www.youtube.com/watch?v=3SfHdSHK-g0">https://www.youtube.com/watch?v=3SfHdSHK-g0</a></p>
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	<p>soiled, use soap and water. (<a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html</a>)</p> <p>There is no statute or regulation which prohibits schools from providing hand sanitizers for use by students and staff, especially in settings where soap and water are not readily available, such as portable classrooms. Many Wisconsin schools are making hand sanitizers available to their students and staff.</p>	
<b>Strategies</b>	<b>Rationale</b>	<b>Tools</b>

## 4. CLEANING/DISINFECTION MEASURES AND MAINTAINING A HEALTHY ENVIRONMENT

Develop and implement strategies to prevent transmission of COVID-19 and other infectious diseases.

Frequent cleaning and disinfection of high-touch surfaces will be needed. Decrease or eliminate shared use objects wherever possible. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.

Changes might be required to enable health and sanitization protocols.

Strategies	Rationale	Tools * in development
<p>Enhance hygiene protocols on school grounds with a focus on common touch points (e.g., doors, stairwell handles, light switch, elevator switch).</p> <p>Install hand sanitizing stations at entrances, common areas in the school.</p> <p><a href="#">Ensure safe and correct application</a> of disinfectants and keep products away from children.</p> <p>Ensure district has adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer). Supervise younger students in use of hand sanitizer.</p> <p><a href="#">Clean and disinfect</a> frequently touched surfaces within the school and on school buses at least daily and shared objects (for example, toys, games, art supplies) between uses.</p>	<p>The virus that causes COVID-19 can be killed with use of correct products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.</p> <p>Studies have been released that show increased ventilation may reduce viral transmission by 50-60%</p>	<p>Use <a href="#">EPA-approved disinfectants against COVID-19</a></p> <p><a href="#">Airflow study</a></p> <p><a href="#">See DPI Interim Guidance for School Transportation</a></p> <p><a href="#">Purchasing Hygiene Supplies Resource</a></p> <p><a href="#">ASHRAE COVID-19 Resources</a></p> <p><a href="#">ASHRAE Position Document on Filtration and Air Cleaning</a></p>

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<p>Utilize CDC's <a href="#">Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes</a></p> <p>Ensure that all water systems and features (for example, water bottle fillers) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.</p> <p>Discontinue vending machines and shared drinking fountains. Install no touch bathroom fittings, no touch trash cans.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Ex: Opening windows and doors)</p> <p>Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to students or staff.</p> <p>Sanitize school transportation after each use. To clean and disinfect school buses, see <a href="#">Guidance for Bus Transit Operators. What Bus Transit Operators Need to Know About COVID-19</a></p> <p>Use of hand sanitizer before entering the bus.</p> <p>Subsidize parking/ sponsor carpools / create safe bike/walking routes to encourage use of private transport.</p>		
Strategies	Rationale	Tools

## 5. HEALTH OFFICE MANAGEMENT

Determine staffing plan for health office and meeting health needs of all students. Determine how students with respiratory symptoms will be triaged to the health room and separated from injured or other ill students.

Acquire an adequate supply of personal protective equipment (PPE) to protect staff and use for students who develop symptoms while at school.

First aid situations, to the degree possible, should be handled by the student and in the classroom to prevent office congregation and possible exposure to COVID-19 ill students in health office.

Identify critical job functions and positions, plan for coverage by cross-training staff. Create an enlarged pool of trained, reliable substitutes so staff can feel confident staying home while ill.

Strategies	Rationale	Tools <sup>*</sup> in development
<p>Reduce congestion in the health office.</p> <ul style="list-style-type: none"> <li>Use the health services office for children with flu-like symptoms and, if possible, create a satellite location for first aid or medication distribution.</li> <li>Allow for flexible administration of health care tasks for students who are independently managing needs.</li> <li>Consider using visual cues to demonstrate physical spacing.</li> <li>Prepare teachers to perform more screening and minor injury management (provide first aid supplies) with clearly defined protocols of when to send ill or</li> </ul>	<p>School nurses will have numerous other back to school activities such as delegated procedures, health plans, immunizations, and medication administration.</p> <p>Changes are required to ensure physical distancing.</p> <p>Aerosolization of respiratory secretions is a byproduct of some school based health care procedures such as suctioning and use of nebulizer.</p>	<p><a href="#">First aid supplies</a> for classrooms and teachers.</p> <p>NASN <a href="#">Interim Guidance: Role of the School Nurse in Return to School Planning</a></p> <p><a href="#">Wis. Stat. sec. 115.001(11)</a></p> <p><a href="#">PPE Considerations for Schools</a></p> <p>Acuity Tool Schools and Students (<a href="#">see Tools and Resources</a>)</p> <p>Acuity Measure (<a href="#">see Tools and Resources</a>)</p>

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<p>injured students to the health office.</p> <ul style="list-style-type: none"> <li>Administer medication in separate area other than where ill students are resting or awaiting to be sent home</li> <li>All classrooms are stocked with first aid supplies.</li> <li>School nurses are available for support.</li> </ul> <p>Create an enlarged pool of trained, reliable substitutes so staff can feel confident staying home while ill</p> <ul style="list-style-type: none"> <li>Consistent/adequate sub pay</li> <li>Teachers, instructional assistants, front office staff</li> <li>Include a plan for substitute school nurses, LPN's, and health assistants</li> <li>Consider contracted school nurse and other health office substitutes</li> <li>Train office staff to cover some health office responsibilities as back up</li> </ul> <p>Contact all parents with students on health plans and determine if they need to be revised to address minimizing infection. Examples:</p> <ul style="list-style-type: none"> <li>Examine the care of students with respiratory illnesses and the administration of nebulizer treatments or suctioning.</li> <li>Revise of medication schedules to minimize the number of students in the nurse's office at one time.</li> </ul>		<p><a href="#">Wis. Stat.8.01(2)(g)</a></p> <p><a href="#">OSHA Guidance on Preparing Workplaces for COVID-19</a></p> <p>Health Office Triage During Pandemic (<a href="#">see Tools and Resources</a>)</p> <ul style="list-style-type: none"> <li>*Health room layout</li> <li>*Main office layout</li> <li>*Teacher protocol for ill students</li> <li>*Protocol for managing students/staff with respiratory symptoms and/or fever</li> <li>*Protocol for nebulizer procedure during COVID-19</li> <li>*Procedure for suctioning during COVID-19</li> <li>*Protocol for how to monitor symptomatic student when can't be sent home immediately.</li> <li>*Protocol when EMS needs to be called COVID-19 related.</li> <li>*How to clean isolation room</li> </ul>
Strategies	Rationale	Tools

## 6. COMMUNICATE BEHAVIORAL EXPECTATIONS REGARDING INFECTION CONTROL

Determine what communications and what messaging will be required to both staff and families to provided reassurance that health and safety precautions will be (are) in place.

Create a communication system for staff and families for self-reporting of symptoms and notification of exposure and closure.

Communications with staff, families, and students are critical to the success of safe return to school.

Strategies	Rationale	Tools
<p>If it is not feasible to conduct health screening given the setting:</p> <ul style="list-style-type: none"> <li>• Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.</li> <li>• Ask about access to thermometers and consider implementing temperature checks for households who do not have one.</li> <li>• Use existing school outreach systems to provide reminders to staff and families to check for symptoms of household members in the morning and evening.</li> </ul>	<p>Children and staff with significant health conditions will continue to be especially vulnerable during this time.</p> <p>Communications with staff, parents and students are critical to the successful and safe return to school.</p> <p>Support for physical distancing, use of face masks, and keeping ill students out of school are essential mitigation</p>	<p><a href="#">CDC Coronavirus printable resources</a></p> <p><a href="#">Cloth Face Coverings in Schools</a></p> <p><a href="#">Recommendations FAQs on Testing for Schools</a></p> <p><a href="#">Returning to School After COVID-19</a></p> <p>*Parent/Family letter</p> <p>*Script for attendance line</p>

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<ul style="list-style-type: none"><li>• Ask parents to report symptoms when calling in ill children for absences.</li><li>• Review attendance policy for students (ensuring students stay home in case of symptoms exhibited individually or for a family member).</li></ul> <p>Consider engaging the school community in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition to design posters addressing COVID-19 prevention tactics).</p> <p>Consider pre return messaging including videotaping what behavioral/hygiene measures will look like for students and staff.</p>	measures until herd immunity is established.	
Strategies	Rationale	Tools

## Closing

Schools, working together with local health departments, have an important role in slowing the spread of diseases and protecting vulnerable students and staff. The goal is to return to more traditional forms of teaching and learning, provide educational and related services, while preventing or minimizing further or future school closures due to COVID-19 or other communicable diseases.

While the virus (SARS-CoV2) that causes COVID-19 remains in wide circulation and the general public remains susceptible, the mitigation measures of social (physical) distancing, use of facial coverings/masks, hand hygiene and cough etiquette, quarantine of exposed individuals, and isolation of those with symptoms or illness provide the only protection to students and staff. The more individuals a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The degree to which that individuals and schools follow these public health mitigation measures, the lower the risk.

All decisions about implementing school-based strategies (e.g. social distancing measures, surveillance, and use of masks) should be made locally, in collaboration with local health officials who can help determine the level of transmission in the community. School plans should be designed to complement other community mitigation strategies to protect high risk populations and the healthcare system, and minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination.

Infection control and mitigation are not the only challenges school health services will face. The DPI acknowledges that usual policies and practices surrounding medication administration (training of school staff and obtaining written consents) might be difficult to implement at the start of the 2020/21 school year. Well-child visits and medical appointment schedules have been disrupted by the pandemic. Wisconsin statutes (118.29 – 118.2925) do not address the timing of staff training or medication consents. Therefore, school districts have flexibility in determining their own procedures. School districts are encouraged to seek legal counsel and review alternative practices during this unprecedented time period.

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This report is available from:

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<https://dpi.wi.gov/sspw/pupil-services/school-nurse>

## Tools and Resources (click main title to download files)

### 1. [SOCIAL AND PHYSICAL DISTANCING](#)

Classroom Plan A (pdf)  
Classroom Plan B (pdf)  
Bus with 24 passengers- 3 feet social distancing (pdf)  
Bus with 12 passengers - 4 feet distancing (pdf)  
Bus with 6 passengers - 6 feet social distancing (pdf)

### 2. [LIMIT SYMPTOMATIC AND ASYMPTOMATIC SPREAD AND EXCLUSION CRITERIA](#)

COVID-19 Exposure Tracking Form (Excel)  
Hayfever vs Coronavirus (pdf)

### 3. [PERSONAL PROTECTIVE EQUIPMENT FOR SCHOOL STAFF AND HYGIENE MEASURES](#)

### 4. [CLEANING/DISINFECTION MEASURES AND MAINTAINING A HEALTHY ENVIRONMENT](#)

First Grade Handwashing presentation (pdf)  
Fourth Grade Handwashing Presentation and Germ Puzzle (pdf)  
Handwashing lesson Plans 5K -1st Grade (pdf)  
Handwashing lesson Plans 2nd-3rd Grade (pdf)  
Handwashing lesson Plans 4th-5th Grade (pdf)  
Sample Handwashing Letter 5K- 1st Grade (Word)  
Sample Handwashing Letter 2nd-5th Grade (Word)

### 5. [HEALTH OFFICE MANAGEMENT](#)

Acuity Tool Schools and Students (pdf)  
Acuity Measure (pdf)  
First Aid Supplies for Classrooms and Teachers (pdf)  
Health Office Triage during a Pandemic (Word)

### 6. [COMMUNICATE BEHAVIORAL EXPECTATIONS REGARDING INFECTION CONTROL](#)

\*Additional Resources Coming Soon

# Help Protect Yourself a



## Stay 6 feet from others

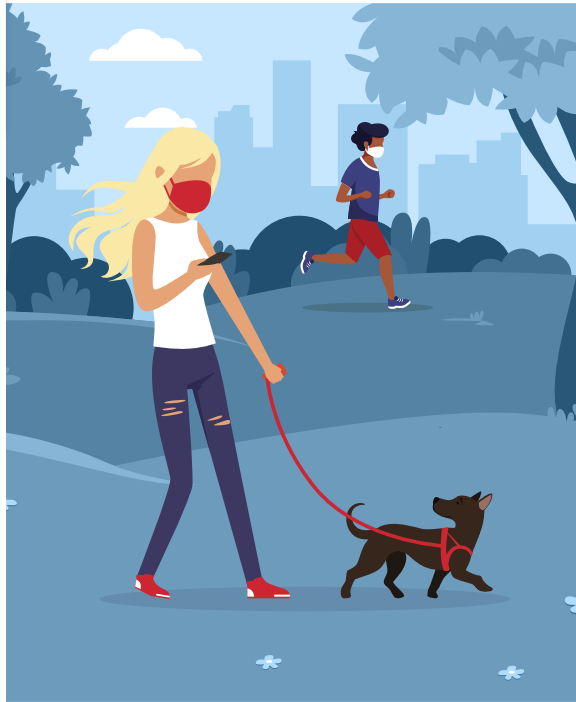


# Students: Care for yourself one small way each day



Find creative ways to spend time safely with friends, like virtual movie parties

Do something you enjoy outside, like going to the park or for a run



Treat yourself to healthy snacks and get enough sleep



Make time to relax by reading, listening to music, or exploring a new hobby

Remember, you're not alone



Talk to someone you trust if you or a friend feels bad



Substance Abuse and Mental Health Services Administration  
Disaster Distress Hotline: call or text 1-800-985-5990

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



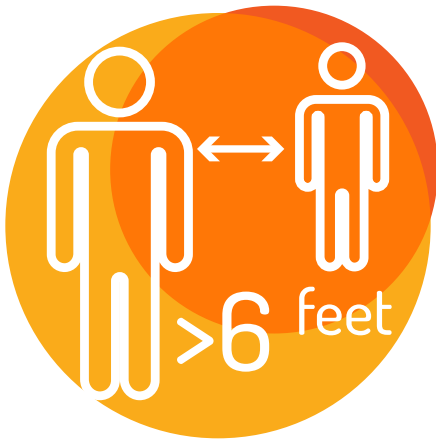
# Getting 'Back to Normal' Is Going to Take **All of Our Tools**

If we use all the tools we have, we stand the best chance of getting our families, communities, schools, and workplaces “back to normal” sooner:

Get vaccinated.



Wear a mask.



Stay 6 feet from others,  
and avoid crowds.

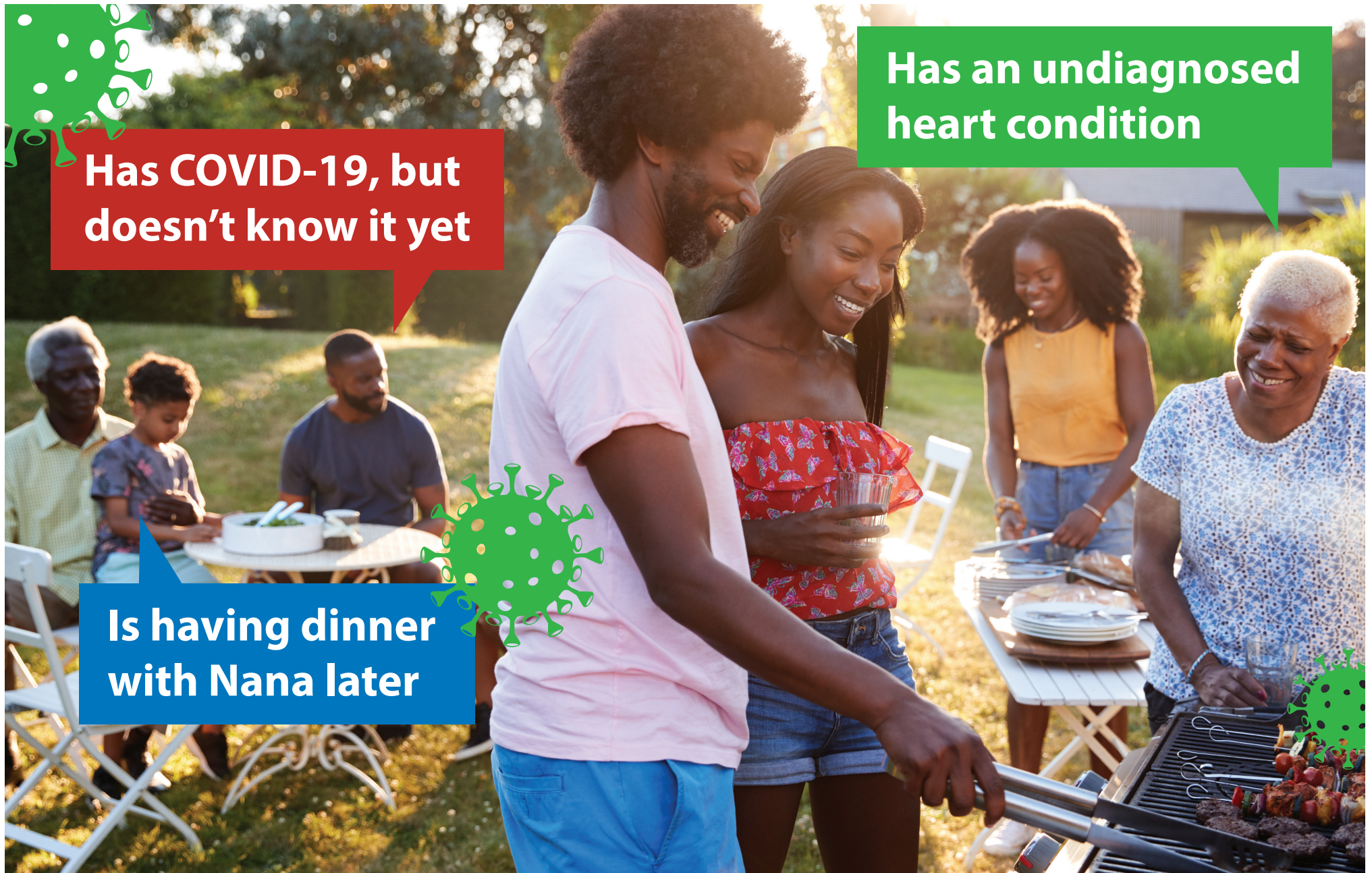


Wash  
hands often.



[www.cdc.gov/coronavirus/vaccines](https://www.cdc.gov/coronavirus/vaccines)





**Has COVID-19, but  
doesn't know it yet**

**Has an undiagnosed  
heart condition**

**Is having dinner  
with Nana later**

# Social distancing saves lives.

## Stop COVID-19 spread by:

- Staying home with your family
- Washing hands & surfaces often
- Keeping 6 feet or more away from others in public spaces
- Do not meet in groups of any size
- Covering your nose/mouth with mask/cloth



**#MovingMKEForward**

**Questions? Call 2-1-1 • [milwaukee.gov/coronavirus](https://milwaukee.gov/coronavirus)**



**CITY OF MILWAUKEE  
HEALTH DEPARTMENT**



# THE POWER OF SOCIAL DISTANCING - 3/25/2020

Adapted from New Mexico Dept. of Health

**NOW**



1 PERSON



**5 DAYS**



2.5 PEOPLE INFECTED

**30 DAYS**



406 PEOPLE INFECTED

**50% LESS EXPOSURE**



1 PERSON



**5 DAYS**



1.25 PEOPLE INFECTED

**30 DAYS**



15 PEOPLE INFECTED

**75% LESS EXPOSURE**



1 PERSON



**5 DAYS**



.625 PEOPLE INFECTED

**30 DAYS**



2.5 PEOPLE INFECTED

**Call 2-1-1 • [milwaukee.gov/coronavirus](https://milwaukee.gov/coronavirus)**

#KeepYourDistance  
#FlattenTheCurve  
#StopCVMKE  
#SaferAtHome



CITY OF MILWAUKEE  
**HEALTH DEPARTMENT**

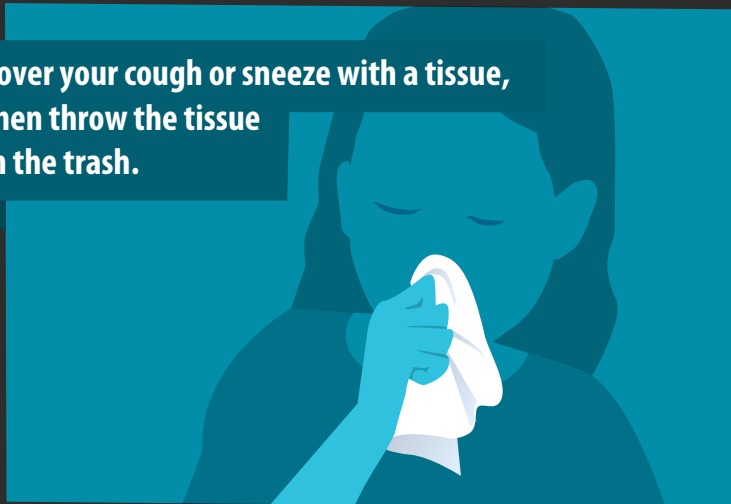
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue,  
then throw the tissue  
in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently  
touched objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.





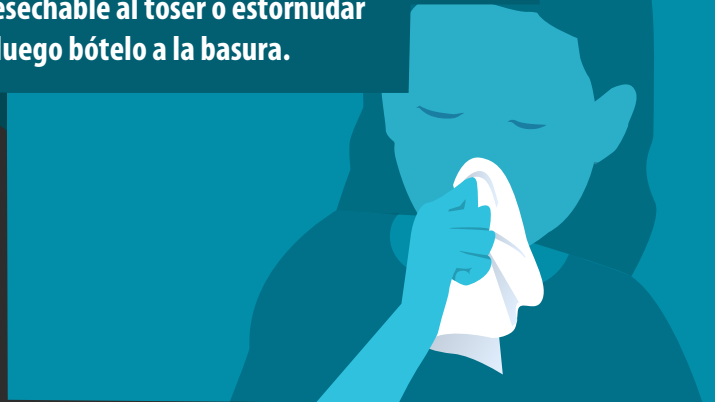
# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

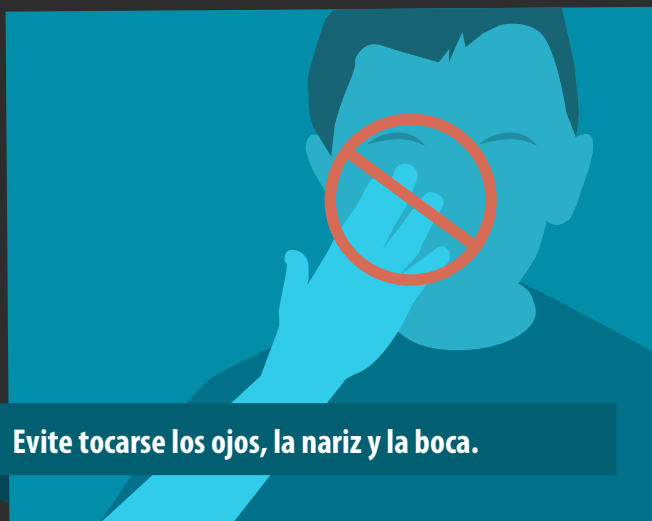
Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.



Evite tocarse los ojos, la nariz y la boca.



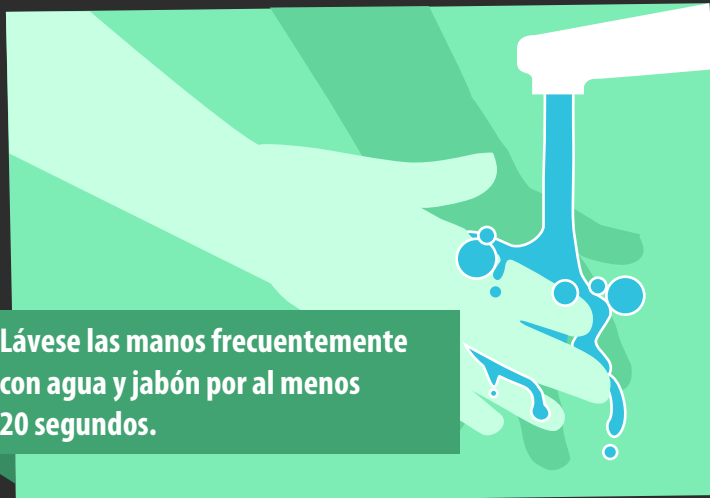
Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

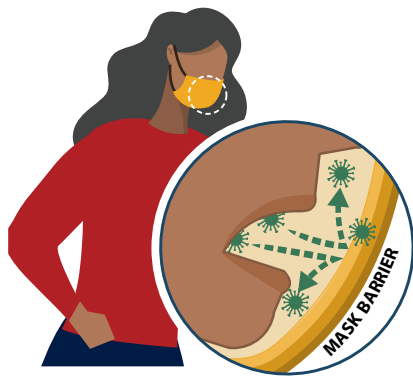
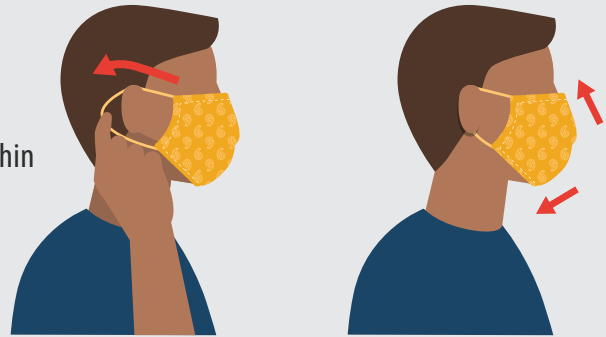


# How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often



## TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water

**Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a mask, see:

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**





Hands that look clean can still have icky germs!

# WASH YOUR HANDS!



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

# HANDWASHING

is your superpower!





# HANDWASHING

is your superpower!



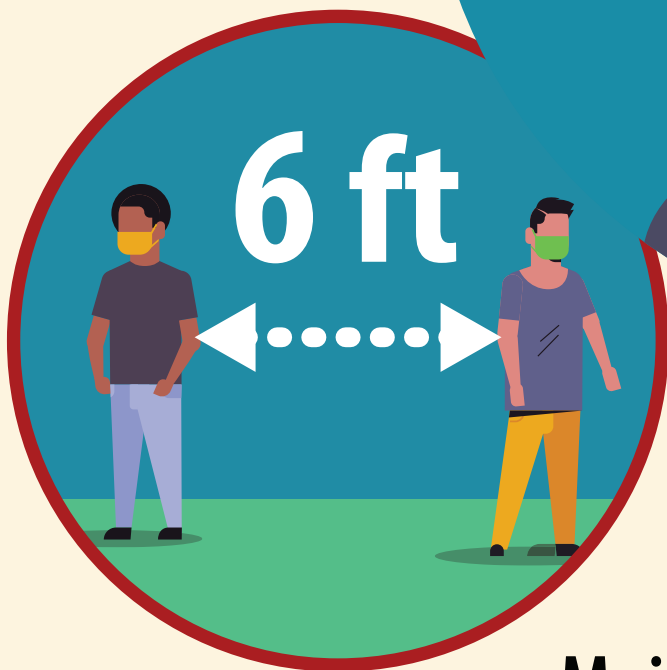
**FIGHT  
OFF  
GERMS!**

**WASH  
YOUR  
HANDS!**

# **PLEASE DO NOT ENTER IF ANY APPLY TO YOU:**

- I HAVE A COUGH**
- I HAVE A FEVER**
- I HAVE SHORTNESS OF BREATH**
- I HAVE BEEN DIAGNOSED WITH  
COVID 19**
- I HAVE BEEN KNOWINGLY  
EXPOSED TO COVID 19**

# Please wear a mask.



**Maintain a distance of 6 feet  
whenever possible.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)