

**Western School Corporation's  
Return to In-Person Instruction Plan for  
the 2021-2022 School Year**



UPDATED October 18, 2021

Western School Corporation strives to provide a safe, healthy learning environment for all students for the 2021-2022 school year. Changes to the traditional school structure were necessary for all students, families, staff, and community for the 2020-2021 school year. Some of those changes may need to continue for the 2021-2022 school as we continue to monitor and respond to the COVID-19 pandemic. Our Reopening Task Force met on July 22, 2021 to discuss our 2020-2021 reopening plan as we continue with in-person instruction, and limit our remote/distance learning to only those students with a documented medical condition where COVID-19 would prevent in-person instruction (see page 24). Our Reopening Task Force consisted of administrators, School Board Members, and teachers. Input was also again obtained from our Clinical Coordinator, head custodians, maintenance, and transportation department. Opportunity for public comment on our revised plan was made available during the public comment portion of our May 18, 2021, School Board Meeting where the plan was to be approved. Our original plan was based primarily on the Indiana Department of Education's reopening framework entitled, "[Indiana's Considerations for Learning and Safe Schools \(IN-CLASS\)](#)". We also used information from the reopening framework published by the Georgia Department of Education entitled, "[Georgia's Path to Recovery for K-12 Schools](#)", information from the Howard County Health Department, and information from other Indiana schools. In addition to the above, our Return to In-Person Instruction Plan for the 2021-2022 school year also includes information from the following:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.htm>

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<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-mitigation-toolkit.html>

<https://www2.ed.gov/documents/coronavirus/reopening.pdf>

Our plan has also been shared with the Howard County Health Department as the district's plan for the 2021-2022 school year.

It is essential for Western School Corporation to work in unison with our staff, parents, students, and community to prevent the introduction and spread of COVID-19. Our goal is to create a safe and effective learning environment for students and staff, while still providing our students with a quality education.

Western's Return to In-Person document serves to outline the precautionary measures and adjustments to be implemented as students and staff fully return to school for the 2021-2022 school year. The following pages are organized into sections related to the various aspects of school operations and are subject to change:

## Contents

<b>Framework for Return to In-Person Instruction</b>	5
<b>Pre-K-12 Recommendations Based On Level of Community Spread from the Indiana Department of Health</b>	6
<b>Health Protocols</b>	7
<b>Self-Screening</b>	7
<b>Covid-19 Daily Self Checklist</b>	8
<b>Preventative Measures</b>	11
<b>On-site Testing for Staff Only</b>	11
<b>Making Vaccinations Available to Students and Staff</b>	12
<b>Exemption from Being Quarantined</b>	12
<b>Information for Fully Vaccinated People</b>	12
<b>Non – Students Wearing Masks (Cloth Face Coverings), Face Shields, and Other Personal Protective Equipment (PPE)</b>	13
<b>Students Wearing Masks (Cloth Face Coverings), Face Shields, and other Personal Protective Equipment (PPE)</b>	14
<b>Social Distancing in the School Environment</b>	15
<b>Contact Tracing Guidelines</b>	16
<b>Return to School After Exclusion</b>	16
<b>Medical Inquiries</b>	18
<b>Clinical Space COVID-19 Symptomatic</b>	19
<b>Clinic Space Non-COVID-19</b>	19
<b>Reporting Positive COVID-19 Cases</b>	19
<b>Confirmed Case of COVID-19 on School Property</b>	19
<b>Immunizations</b>	20
<b>Exchange of Resources to and from School</b>	20
<b>Student Expectations</b>	21
<b>Western School Corporation Remote/Distance Learning for Students with a Documented Medical Condition Where COVID-19 Would Prevent In-person Instruction</b>	21
<b>Remote Learning for Quarantined Students</b>	22
<b>Remote Learning due to a Weather or Emergency Closing</b>	22
<b>Attendance Policy</b>	23
<b>Student Attendance</b>	23

<b>Special Education</b>	23
<b>Future Services/Compensatory Services</b>	24
<b>Transition IEPs</b>	24
<b>Evaluations</b>	24
<b>Medically Fragile Students</b>	24
<b>Homebound Services</b>	24
<b>Homebound Timelines</b>	25
<b>Special Transportation</b>	25
<b>Therapy</b>	25
<b>Classroom Environment</b>	25
<b>Field Trips During the School Day</b>	26
<b>Cafeterias, Common Areas, Offices, and Hallways</b>	26
<b>Cafeteria and Food Service</b>	26
<b>Additional School Procedures and Protocols</b>	27
<b>Extracurriculars and Co-curriculars</b>	27
<b>Transportation</b>	29
<b>Transportation Preparation and Cleaning</b>	29
<b>Transportation Training</b>	29
<b>General transportation Services</b>	30
<b>Modifications for Extracurricular Transportation Services</b>	30
<b>Student Drop-off and Pick-up</b>	31
<b>Visitors and Volunteers</b>	31
<b>Personnel and Service Vendors</b>	31
<b>Western School Employees</b>	31
<b>Professional Development Training</b>	32
<b>Professional Development Training</b>	33
<b>Mitigation Strategies</b>	33
<b>Custodial Cleaning Plan and Procedures</b>	33
<b>Indiana Department of Education Resources</b>	38
<b>COVID-19 Resources for Indiana Schools</b>	38
<b>Indiana State Department of Health</b>	38
<b>References</b>	39



## Framework for Return to In-Person Instruction

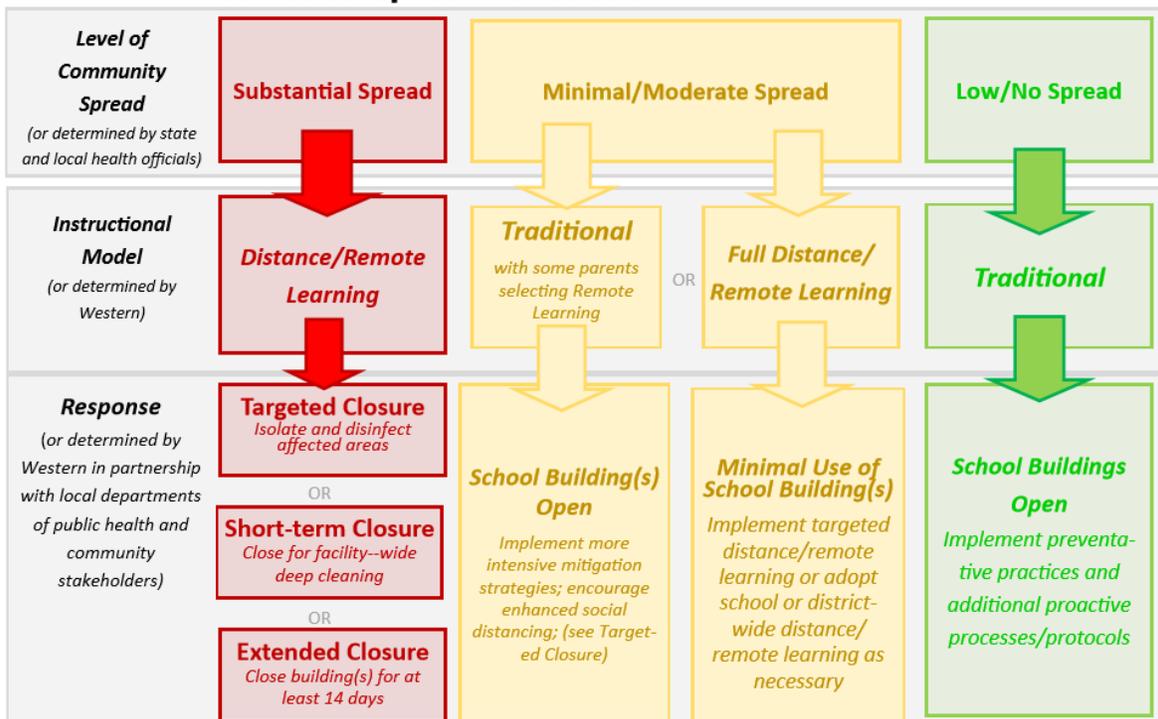
The following is a reopening framework that is based on the Georgia Department of Education's reopening document "[Georgia's Path to Recovery for K-12 Schools](#)". Based on the current information from Howard County and the State of Indiana, the Western School District and nearby surrounding areas would align with the "Low/No Spread" and "Minimal/Moderate Spread" outlined below.

For Western's Return to In-Person plan for the start of the 2021-2022 school year (August 11, 2021), we will use the Low/No spread, which allows students to be on campus in a traditional setting.



### Framework for Reopening

Upon reviewing the level of community spread throughout Western School District and the surrounding area, Howard County aligns within the "Low/No Spread" and "Minimal/Moderate Spread" outlined below.



Western School Corporation understands that the level of community spread may change and require adjustments to our initial plans, as illustrated above. Conditions will be monitored weekly with guidance from the state and Howard County Health Departments, and adjusted as needed. The Reopening Task Force will continue to meet and adjustments to the plan will be shared with the school community in order to provide an opportunity for additional input. Western currently does not anticipate making any adjustments to the 2021-2022 school calendar.

# Pre-K-12 Recommendations Based On Level of Community Spread from the Indiana Department of Health

## COVID-19 COUNTY METRICS AND GUIDELINES

The Indiana Department of Health has established a color-coded county map that measures weekly cases per 100,000 residents and the seven-day positivity rate for all tests completed. Each county is assigned a color based on the average of scores for the two metrics. The map is updated each Wednesday at [www.coronavirus.in.gov](http://www.coronavirus.in.gov). These guidelines are designed to inform local decision-making.

**BLUE.** The county has a point score of below 1.0 when percent positivity and new cases per 100,000 residents are combined. There is low community spread.

- All general requirements are in effect
- Current activities continue
- Communities should evaluate the source of positive tests, undertake targeted testing, quarantine, and isolate

**YELLOW.** The county has a point score of 1.0 to 1.5 when percent positivity and new cases per 100,000 residents are combined. There is moderate community spread.

- All general requirements are in effect
- Communities should evaluate the source of positive tests, undertake targeted testing, quarantine, and isolate
- Local public health officials, health care providers, elected officials, school leadership and other key local leaders should convene regularly to discuss actions that could be implemented to decrease the spread of COVID in their communities
- Consider restrictions on the size of social gatherings and events

**ORANGE.** The county has a point score of 2.0 to 2.5 when percent positivity and new cases per 100,000 residents are combined. Community spread is approaching high levels.

- All general requirements are in effect
- Communities should evaluate the source of positive tests, undertake targeted testing, quarantine, and isolate
- Local public health officials, health care providers, elected officials, school leadership and other key local leaders should convene regularly to discuss actions that could be implemented to decrease the spread of COVID in their communities
- Strongly consider limiting the size of social gatherings and events

**RED.** The county has a point score of 3.0 or higher when percent positivity and new cases per 100,000 residents are combined. Very high positivity and community spread.

- All general requirements are in effect
- Communities should evaluate the source of positive tests, undertake targeted testing, quarantine, and isolate
- Local public health officials, health care providers, elected officials, school leadership and other key local leaders must convene regularly to discuss actions that could be implemented to decrease the spread of COVID in their communities
- Hospitals, long-term care and other congregate settings may impose visitation limits
- Social gatherings should be limited
- Capacity at all events should be limited to reduce virus spread
- Businesses should consider capacity restrictions and adhere to social distancing guidelines

## Health Protocols

(modified from IDOE's In-Class document)

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the Howard County Health Department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

### Symptoms Impacting Consideration for Exclusion from School

Students and employees will be trained to recognize the following COVID-19-related symptoms

- A fever of 100.4° F or higher when taken by mouth (or school board policy if threshold is lower)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Loss of taste or smell

Students and employees should be excluded from school if they:

- Test positive for COVID-19, or
- Exhibit one of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained, or
- If they have knowingly been exposed to someone who has tested positive for COVID-19 and are unvaccinated.

### Self-Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure **DAILY**.

All students and employees are required to self-screen **DAILY** before coming to school. Unvaccinated students and employees exhibiting symptoms of COVID-19 (see above), without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

# COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:

<input type="checkbox"/>	 FEVER 100.4* OR CHILLS <small>*or school board policy if threshold is lower</small>	<input type="checkbox"/>	 SORE THROAT	<input type="checkbox"/>	 COUGH* OR SHORTNESS OF BREATH <small>*especially new onset, uncontrolled cough</small>
<input type="checkbox"/>	 DIARRHEA, NAUSEA OR VOMITING, ABDOMINAL PAIN	<input type="checkbox"/>	 HEADACHE* <small>*particularly new onset of severe headache, especially with fever</small>	<input type="checkbox"/>	 NEW LOSS OF TASTE OR SMELL

\*May present with more than one symptom. This list does not include all possible symptoms.

- 1 Does your child have any sign of illness above?
  - 2 Were you in close contact (within 6 feet for a total of 15 minutes over a 24-hour period) with anyone confirmed with COVID-19?
  - 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.
  - 4 Please keep your student home until they meet the criteria.
-  If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face **CALL 911!**



## Covid-19 Daily Self Checklist

It is recommended to review the COVID-19 Daily Self Checklist each day before reporting to school.

If you reply YES to any question from the questions below and/or have a fever, STAY HOME and follow the steps below:

Parent/Student

Step 1: Call your school office to report an absence

Step 2: Call your health care provider for additional guidance

If you start feeling sick during the school day, report to the school nurse for evaluation and follow step 2 if you are sent home.

**Do you have a fever (temperature over 100.4 degrees Fahrenheit) without having taken any fever reducing medications?**

- Yes
- No

**Have you experienced any of the following symptoms such as:**

Loss of Smell or Taste	.	.
	Yes	No
Sore Throat	.	.
	Yes	No
Uncontrolled Cough that causes difficulty breathing	.	.
	Yes	No
Severe Headache	.	.
	Yes	No
Vomiting	.	.
	Yes	No
Diarrhea	.	.
	Yes	No
Abdominal Pain	.	.
	Yes	No

**Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

- Yes
- No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

- Yes
- No

**Do you have a known close contact within the household that is not tested or tested positive for COVID-19?**

- Yes
- No

**Do you have a member of your household that is symptomatic that has not been tested or tested positive for COVID-19?**

- Yes
- No

**Have you stayed overnight for at least one night in a household with a person that is symptomatic or is a confirmed close contact and has not been tested or tested positive for COVID-19?**

- Yes
- No

# COVID-19 SCHOOL ATTENDANCE QUICK REFERENCE

Close Contact	Symptoms	Test status*	GUIDANCE
YES	YES	POSITIVE**	10 days isolation + 24 hours fever free without fever-reducing medication and symptoms improved. <u>Quarantine</u> siblings, household members and close contacts
YES	YES	NEGATIVE*	<u>Quarantine</u> from last date of exposure to + person AND 24 hours fever free with symptoms improved. If new symptoms, need reevaluation. Consider quarantine for siblings and household members if there is suspicion for COVID-19.
YES	YES	PENDING	Isolate at home until results back AND <u>Quarantine</u> from last date of exposure to + person.^ Consider quarantine for siblings and household members if there is suspicion for COVID-19.
YES	YES	NOT TESTING†	<u>Quarantine</u> from last date of exposure to + person or isolate for 10 days until fever free with symptoms improved, whichever is longer.
YES	YES	ALT DX w/note***	<u>Quarantine</u> from last date of exposure to + person^^ AND 24 hours fever free with symptoms improved AND any additional criteria by health care provider.
YES	NO	POSITIVE**	10 days isolation from date test was collected + 24 hours fever free without fever-reducing medication and symptoms improved. <u>Quarantine</u> siblings, household members and close contacts.
YES	NO	NEGATIVE*	<u>Quarantine</u> from last date of exposure to + person^^
YES	NO	PENDING	<u>Quarantine</u> from last date of exposure to + person^^
YES	NO	NOT TESTING†	<u>Quarantine</u> from last date of exposure to + person^^
NO	NO	PENDING	No exclusion unless test becomes positive
NO	NO	NEGATIVE	No exclusion
NO	NO	POSITIVE**	10 days isolation from date test was collected + 24 hours fever free without fever-reducing medication and symptoms improved. <u>Quarantine</u> siblings, household members and close contacts.
NO	YES	ALT DX w/note***	May return after 24 hours fever free and symptoms improved AND any additional criteria by health care provider in note.
NO	YES	NOT TESTING†	10 days isolation + 24 hours fever free without meds and symptoms improved.
NO	YES	PENDING	Isolate at home until results back Once have results, refer to appropriate guidance.
NO	YES	NEGATIVE*	May return after 24 hours fever free and symptoms improved AND any additional criteria by health care provider. <u>Provide test results before entry to school.</u>
NO	YES	POSITIVE	10 days isolation + 24 hours fever free without meds and symptoms improved. <u>Quarantine</u> siblings, household members and close contacts.

\*Test status: documentation of negative test results must be provided before entry to school.

\*\*People with positive test results will be contacted by the state Department of Health and contact tracing will be done.

\*\*\* If an alternate diagnosis has been determined by a health care provider, a note that includes the date and contact information for the provider must be provided before entry to school.

^^Start date of quarantine is determined by last date of exposure to a positive or untested person. For families who are not able to isolate from everyone else at home, this may be after the ill person completes their 10 days of isolation.

†For persons opting to not get tested, they will be treated the same as the scenario for a person who has tested positive.

Do not need to quarantine if tested positive in the last 90 days unless new symptoms appear.

Shalom SBC Attendance/Exclusion chart and testing site links. 2020-09-04



Updated: 12/4/20

## Preventative Measures

The number one way to prevent the spread of disease is for sick employees and students to stay home. Additionally, unvaccinated students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious, and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school, show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate face covering/PPE.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Western will continuously reinforce that employees and students need to wash their hands often, and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

Each building will reinforce the healthy habits regarding handwashing at key times, which includes:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Water fountains will not be utilized in schools unless equipped with a refill station until further notice. Western will make available for purchase bottled water. Bottled water will also be available for purchase during lunch at each building. Water bottles brought to school need to be clearly labeled with the student's name.

## On-site Testing for Staff Only

BinaxNOW cards for rapid COVID-19 testing will be available to test staff only on the Western campus. Mark Dubois, Jessica Curnutt and Kati Morris have been trained to administer the test. The test is available to staff who are experiencing symptoms or are close contacts and need to be tested. The testing at school is not available to students. If a staff member is needing tested, the staff member will call Mark, Jessica, or Kati and they will help the staff member register for testing (NAVICA), and will meet the staff member at door #8 for the test. The staff member will remain in his/her car outside door #8 in one of the spots next to the entrance. One of the school nurses will administer the test while the staff member is in his/her car. The staff member will then wait in the car for the 15 minutes it takes to get the results.

## Making Vaccinations Available to Students and Staff

In an effort to provide COVID vaccinations for our students and staff, Western will communicate local Health Department and area shot clinics to students and staff, and allow release time as needed to attend for the vaccine.

## Exemption from Being Quarantined

If a student or staff member is fully vaccinated (2 weeks after final vaccine dose) he/she would not need to quarantine for any exposure to a positive case, whether at school or even at home, unless he/she starts developing symptoms. If he/she develops symptoms, then he/she should get tested and isolate until test results come in. If the test comes back negative, he/she can return to school. If the test comes back positive, he/she should isolate for 10 days from the onset of symptoms and until fever free, if a fever is present, for 24 hours with the use of fever reducing medication. Documentation of up-to-date vaccinations are to be given to the school nurse at the time of being fully vaccinated. If the student or staff had COVID-19 within the last 90 days and is asymptomatic, he or she will not be required to quarantine if exposed to a COVID-19 positive person. Please provide documentation to the school confirming the positive case. Additionally, those who have had COVID-19 in the past 90 days from exposure do not need to quarantine unless he or she becomes symptomatic.

## Information for Fully Vaccinated People

### Fully vaccinated people can:

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- Visit with other fully vaccinated people indoors without wearing masks or physical distancing
- Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing
- Refrain from quarantine and testing following a known exposure if asymptomatic
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel.
- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States.



## Fully vaccinated people should continue to:

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- Take precautions in public like wearing a well-fitted mask and physical distancing
- Wear masks, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at increased risk for severe COVID-19 disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease
- Wear masks, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people from multiple households
- Avoid medium- and large-sized in-person gatherings
- Get tested if experiencing COVID-19 symptoms
- Follow guidance issued by individual employers
- Follow CDC and health department travel requirements and recommendations



## Personal or Social Activities Outside Home

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- Risk of SARS-CoV-2 infection during public social activities such as dining indoors at a restaurant or going to the gym is lower for fully vaccinated people
- However, precautions should still be taken as transmission risk in these settings is higher and likely increases with the number of unvaccinated people present
- Fully vaccinated people engaging in social activities in public settings should continue to follow all guidance for these settings including:
  - Wearing a well-fitted mask
  - Maintaining physical distance (at least 6 feet)
  - Avoiding crowds
  - Avoiding poorly ventilated spaces
  - Covering coughs and sneezes
  - Washing hands frequently



## Non – Students Wearing Masks (Cloth Face Coverings), Face Shields, and Other Personal Protective Equipment (PPE)

All non-students may follow the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year regarding wearing a mask which covers both the nose and mouth in any

circumstance where social distancing is not an option. Face coverings are recommended for unvaccinated people but not required. In a school setting, face shields are also allowed, with the exception of being closer than six feet and greater than three feet away from others. Face coverings will include face shields when referenced in this document. In addition, based on guidelines in place during the 2021-2022 school year, transportation personnel may be required to wear masks when students are onboard the bus, food service personnel may be required to wear masks when preparing and serving meals, and some personnel may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school protocol or the employee's supervisor. Western will establish individual health plans for high-risk non-students to ensure additional accommodations are made as necessary. Clear masks, as required, will be available to staff as needed as it relates to their specific interactions with students.

## **Students Wearing Masks (Cloth Face Coverings), Face Shields, and other Personal Protective Equipment (PPE)**

All students may follow the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year regarding wearing a mask which covers both the nose and mouth in any circumstance where social distancing is not an option. Face coverings are recommended for unvaccinated people but not required. In a school setting face shields are also allowed, with the exception of being closer than six feet and greater than three feet away from other. Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans. Additional accommodations may need to be made for students based on their individual health plan. The school will have a limited number of masks for those who are unable to supply their own mask. Face coverings must be school appropriate.

### **Additional information from the CDC:**

CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. If required, adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Note: Cloth face coverings should **not** be placed on:

- Children younger than 2 years of age
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings

**(parents should provide the school with a medical note from the healthcare provider indicating the inability of the student to wear a mask/face covering, and if he/she cannot, if it is safe for the student to return to school if face coverings are required).**

Western School Corporation recommends working with your child(ren) now to practice wearing a mask. Here are just a few resources that may help:

<https://docs.google.com/presentation/d/1s0r9fCI31cEx-gwXxy3xIFULNIGNUUPVNXOI9H6gTFc/mobilepresent?slide=id.p>

<https://www.autismresourcecentral.org/social-stories-for-young-and-old-on-covid-19/>

<https://www.nationwidechildrens.org/family-resources-education/700childrens/2020/05/masks-and-new-routines-helping-children-with-special-needs-during-covid-19>

<https://www.autismnj.org/article/helping-individuals-with-autism-wear-face-masks/>

[https://www.doe.in.gov/sites/default/files/news/face-coverings-family-guidance-updated.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/sites/default/files/news/face-coverings-family-guidance-updated.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

## **Social Distancing in the School Environment**

In order to maintain social distancing to the best of our ability, our Corporation will put in to place the following practices, if required based on the guidelines by the CDC, State Health Department, and Local Health Department, and the most recent Governor's Executive Orders for the 2021-2022 school year:

- Alternate recess schedules may be utilized to minimize the number of students on the playground. Each class may have a designated location with a rotation schedule while outside. Students should use hand sanitizer before and after using playground equipment. Space between students will be increased as much as possible during in-person instruction.
- Classes may be moved outdoors when possible.
- Desks/tables may be rearranged to increase space between students.
- Desks/tables may face in the same direction.
- Students will be asked to remain seated in the classroom as much as possible, and seats may be assigned.
- There will be little to no extra classroom activities that combine classes or grade levels.
- Whole staff gatherings/meetings will be minimized. Weekly PLC meetings may be by grade, subject, or PLC grouping in separate areas.
- We may minimize students traveling to different buildings to receive services.
- Employees traveling between buildings may be minimized.
- Visitors may be limited by necessity and may be screened prior to entering.
- Teachers will have access to extra materials for students who might need them in order to minimize sharing of high touch materials (pencils, art supplies, equipment, etc.) and items may be cleaned and disinfected between uses.

## Contact Tracing Guidelines

While in the classroom:

- When anyone is not masked – Contract trace people who are within 6 feet of the positive case for more than 15 minutes within 24 hours. Close contacts are required to quarantine.
- When everyone is masked – Contract trace people who are within 3 feet of the positive case for more than 15 minutes within 24 hours. Close contacts are not required to quarantine.

## Return to School After Exclusion

Once a student or employee is excluded from the school environment, he/she may return if they satisfy the most recent recommendations of the CDC and/or the Indiana State Department of Health. The state website has a list of over 200 testing facilities, their locations, and hours of operation. This list is updated frequently.

The following information and charts provided by the Indiana State Department of Health outlines when a student, faculty or staff member can return to school:

### Early Return from Quarantine for close contacts:

#### After 7-Day Quarantine Option

A close contact (**Staff and Student**) who is Asymptomatic can return on **Day 8 IF:**

- Return on day 8 with a negative COVID test conducted in a clinical, doctor's office or pharmacy setting on days 5, 6 or 7. Negative test results must be provided to the school nurse prior to returning. Student must be asymptomatic. STAFF only can be tested by school personnel.

#### **AND**

- For either option, enhanced precautions must be taken through day 14
  - Masked at all times on bus and during school day, no exceptions
  - Maintain distance of at least 3 feet from others at all times during the educational school day.
  - Lunch to be eaten separately from others, as mask will be off when eating.
  - Remain 6 feet from others, no exceptions.
  - Hand hygiene should be a priority.
  - Symptom monitoring daily

#### After 10-Day Quarantine Option

A close contact (**Student and Staff**) who is Asymptomatic can return on **Day 11 IF:**

- No testing is needed to return as long as no symptoms develop
- Enhanced precautions are taken through day 14
  - Masked at all times on bus and during school day, no exceptions

- Maintain distance of at least 3 feet from others at all times during the educational school day.
- Lunch to be eaten separately from others, as mask will be off when eating.
- Remain 6 feet from others, no exceptions.
- Hand hygiene should be a priority.
- Symptom monitoring daily by parents, as needed by school staff during the school day.

\*These options are available for schools to shorten quarantine; however, the decision is up to the discretion of the school corporation and a school can still choose to follow the CDC recommended 14-day quarantine.

**For athletics and extracurricular activities:**

Contact tracing must be performed on any unvaccinated students within 6ft during the activity, practice, or competition. For athletics and extracurricular activities, the definition of close contacts has NOT changed; individuals within 6ft for 15 min or more during a 24-hour period.

- Masks must be worn at all times, no exceptions
- If mask cannot be worn at all times, due to risk associated with mask during activity, student should not practice, compete or attend the activities until after a full 14-day quarantine is complete.
- Distance at least 6 feet away from others during practice, participation or while observing.
- If distance of at least 6 feet away from others during practice, participation or while observing cannot be maintained at all times, student should not practice, compete or attend the activities until after a full 14-day quarantine is complete.
- Utilize hand sanitizer before and after playing/touching equipment.
- Stay home if symptoms appear or if feeling sick and get a PCR test.



# GUIDANCE ON INTERPRETING COVID-19 TEST RESULTS

	RESULT	INTERPRETATION	RECOMMENDED ACTION
<b>VIRAL TESTING:</b>  (testing for current infection)	<b>Positive</b>	<i>Most likely*</i> you DO <b>currently</b> have an active COVID-19 infection and can give the virus to others.	<b>Stay home* and follow CDC guidance</b> on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Negative</b>	<i>Most likely*</i> you DO NOT <b>currently</b> have an active COVID-19 infection.	If you have symptoms, you should keep monitoring symptoms and seek medical advice about staying home and if you need to get tested again.  If you don't have symptoms, you should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>
<b>ANTIBODY TESTING:</b>  (testing for past infection with the virus)	<b>Positive:</b>	You <i>likely*</i> have HAD a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. <u>Take steps to protect yourself and others.</u>
	<b>Negative</b>	You <i>likely*</i> NEVER HAD (or have not yet developed antibodies to) COVID-19 infection.	You could still get COVID-19. <u>Take steps to protect yourself and others.</u>
<b>BOTH</b>  (antibody and viral testing)	<b>Viral Positive, Antibody Positive:</b>	<i>Most likely*</i> you DO <b>currently</b> have an active COVID-19 infection and can give the virus to others.	<b>Stay home* and follow CDC guidance</b> on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Viral Positive, Antibody Negative</b>	<i>Most likely*</i> you DO <b>currently</b> have an active COVID-19 infection and can give the virus to others.	<b>Stay home* and follow CDC guidance</b> on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Viral Negative, Antibody Positive</b>	You <i>likely*</i> have HAD and RECOVERED FROM a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. You should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>
	<b>Viral Negative, Antibody Negative</b>	You <i>likely*</i> have NEVER HAD a COVID-19 infection.	You could still get COVID-19. You should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>

\*No test is ever perfect. All tests occasionally result in false positive results (the test result should be negative because you DO NOT have COVID-19 but comes back positive) or false negative results (the test result should be positive because you DO have COVID-19, but comes back negative). Sometimes the results are not definitive (the result is unclear, and you don't know if it is positive or negative). For this and other reasons, results should always be reviewed by a healthcare professional.  
 † Viral tests are typically performed on respiratory specimens such as nasal swabs or throat swabs. They test for the presence of the virus, usually by testing for the virus's RNA or sometimes by testing for the virus's proteins ("antigen testing"). Antigen testing may be less sensitive than tests for the virus's RNA. If your antigen test is negative, please ask your healthcare provider if additional testing with an RNA test is needed and how long you should stay home.  
 ‡ Antibody testing, also called "serologic testing" or "serology", is typically performed on a blood sample. Ideally, the results show whether you have ever been infected with the virus in the past or may be currently infected. Antibody tests check for antibodies that appear in the blood between about one and three weeks after symptom onset and may remain as long as a lifetime. Antibody tests may be positive while a person is infected. It is not yet known whether these antibodies protect against reinfection with the COVID-19 virus. For many other similar viruses, antibodies are protective for years or longer, but we do not yet have adequate data to know for COVID-19.

## Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school will make additional inquiries and may exclude the person from school property.

Even without symptoms, if an unvaccinated student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in his/her home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the district/school may exclude the student or employee from the school building and recommend

that he/she self-quarantine for 14 calendar days.

## **Clinical Space COVID-19 Symptomatic**

Each Western school will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or can wait for pick up. The school nurse will screen students and employees to determine location. All waiting staff and students will wear a cloth face covering in the designated area. Only essential staff assigned to the room may enter.

- Primary and Intermediate – The room adjacent to the nurse's office, directly behind the reception desk. Copiers will be moved to the foyer areas.
- Middle School – First office on the west side of the main entrance.
- High School – Conference room next to the nurse's clinic.

Each school will maintain a record of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.

If a student or staff member has a fever, for any reason, it is required that the student or staff member be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school.

Additionally, all staff and students with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

## **Clinic Space Non-COVID-19**

Students who do not display symptoms of COVID-19 will be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments, and those with individual health plans. Suctioning and the use of nebulizers are not recommended in close proximity of others due to the particles that aerosol into the air. The PCP (Primary Care Provider) may change the nebulizer treatment to a MDI (Multi Dose Inhaler). Qualified personnel who do the suctioning and or nebulizer treatments are recommended to be wearing PPE (gloves, mask, etc.).

## **Reporting Positive COVID-19 Cases**

All teachers, administrators, staff, and students (parents/guardians) are required to report any documented positive cases of COVID-19 to their school. Reports should be made by calling the child's school office. All reports should be made to the building principal to share with the Superintendent and Corporation Clinical Coordinator. The Corporation Clinical Coordinator will give all reported positive COVID-19 case findings to the Howard County Health Department and to the Indiana Department of Education.

## Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the Howard County Health Department immediately and the Indiana Department of Education. Unless extenuating circumstances exist, Western will work with the Howard County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the Howard County Health Department in conjunction with the Indiana State Department of Health (ISDH) to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the ISDH and the Howard County Health Department.

If a closure is determined necessary, Western will consult with the Howard County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as Western becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed so the impacted building, buses, furnishings, and equipment can be thoroughly disinfected.

## Immunizations

Immunization requirements at this time will remain unchanged. Western's Clinical Coordinator will continue to coordinate with the Howard County Health Department and state health department as needed.

## Exchange of Resources to and from School

Based on the most recent information from the CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, Western's schools may reduce the amount of materials, supplies, and personal belongings going to and from school. In addition, Western may have the same considerations to reduce student exposure to high-touch, shared resources at school.

**If restrictions are needed**, students attending Western Primary and Intermediate School will be allowed to bring a backpack and/or lunch box. Backpacks and lunchboxes are to be placed in the designated closet space upon arrival. All materials inside the backpack will be limited to what is on the school supply list. No extra items will be allowed unless otherwise agreed upon by the building principal. All personal belongings will remain with the student, at the student's desk, or in the closet for students' personal belongings at all times throughout the day. Teachers

who choose to utilize closet spaces will be required to only allow one student in that space at a time.

**If restrictions are needed**, students attending Western Middle School and Western High School will be allowed to bring a backpack and/or lunch box. Backpacks and lunchboxes are to be placed in the student's locker upon arrival. All materials inside the backpack will be limited to what is on the school supply list. No extra items will be allowed unless otherwise agreed upon by the building principal. Lockers will only be used at the beginning of the day, at lunch, and at the end of the day. Lockers will not be used at other times throughout the day in order to promote social distancing and to discourage gathering.

## **Student Expectations**

Western Students are expected to adhere to all existing student handbook policies and procedures. In addition, students are to follow social distancing guidelines whenever possible.

In the event of a quarantine period or school closure, Western students are expected to continue the educational process through the combined support of teachers, instructional assistants, and technology. Western will utilize remote/distance learning during any quarantine period or school closure. Remote/distance learning is a change from the traditional eLearning practices as students will be expected to participate in the educational environment in real-time.

Western defines remote/distance learning as consisting of timely, active participation in the learning process via technology and video conferencing. Students will be expected to attend the remote/distance classroom using the same time structure of a traditional day of school. For example, a high school student will be expected to remotely connect to each class period to participate in real-time, live instruction provided by teachers and instructional assistants. Individual situations that may prevent a student from attending remote/distance learning sessions will be addressed on a case-by-case basis by building administration.

## **Western School Corporation Remote/Distance Learning for Students with a Documented Medical Condition Where COVID-19 Would Prevent In-person Instruction**

Western School Corporation will offer a remote/distance learning option only to students with a documented medical condition where COVID-19 would prohibit the student from safely attending school on campus for the 2021-2022 school year. Students who are unable to attend in-person instruction will also not be allowed to participate in any extra-curricular or co-curricular activities with the school. Parents of students with a documented medical condition will need to provide the school with a physician's statement stating the condition, and the reason the child needs the virtual option during registration, beginning July 12, 2021, and prior to the beginning

of the second semester. Students qualifying for this option may receive their instruction in real-time through Zoom by following the class schedule, through recorded lessons, through Edmentum, or through guided teacher instruction. The remote/distance learning delivery method will be determined based on the student’s grade level, the student’s specific program, or the subject area being taught.

### Remote Learning for Quarantined Students

Learning Options	Remote-Format for Quarantined Students	Remote-Format for Quarantined Students	Remote-Format for Quarantined Students	Remote-Format for Quarantined Students
<b>Building</b>	Western Primary K-2	Western Intermediate 3-5	Western Middle 6-8	Western High 9-12
<b>Schedule</b>	9:00am-3:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences	9:00am-3:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences	7:30am-2:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences	7:30am-2:30pm To be utilized when students are in quarantine for COVID, Close Contact, illness, or student absences
<b>Level of Support</b>	Mildly Independent with Limited Scheduled Support	Mildly Independent with Limited Scheduled Support	Mildly Independent with Limited Scheduled Support	Mildly Independent with Limited Scheduled Support
<b>Time Commitment</b>	5 hours of instructional time	5 hours of instructional time)	6 hours of instructional time	6 hours of instructional time
<b>Yearly Day Requirements</b>	As Needed	As Needed	As Needed	As Needed
<b>Program Description</b>	Students access recorded videos of the live instruction and may have live Zoom sessions scheduled for intervention, lesson materials are available on their teacher’s specific Google Classroom pages  *** See individual building plans	Students access live Zoom sessions, and/or recorded videos of the live sessions, for their classes, lesson materials are available on their teacher’s specific Google Classroom pages  *** See individual building plans	Students join live Zoom sessions for their classes and/or access recorded videos of the live sessions, lesson materials are available on their teacher’s specific Google Classroom pages  *** See individual building plans	Students join live Zoom sessions for their classes and/or access recorded videos of the live sessions, lesson materials are available on their teacher’s specific Google Classroom pages  *** See individual building plans

### Remote Learning due to a Weather or Emergency Closing

Remote Learning Due to a School Closure	
<b>Grade Level</b>	K-12
<b>Schedule</b>	To be utilized when school is closed/cancelled due to inclement weather, or emergency circumstances

<b>Level of Support</b>	Mildly Independent with Limited Scheduled Support
<b>Time Commitment</b>	K-5 (5 hours of instructional time) 6-12 (6 hours of instructional time)
<b>Yearly Day Requirements</b>	As Needed
<b>Program Description</b>	<p><b>K-5:</b> Students may access live Zoom sessions for their classes and/or recorded videos of the live sessions, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>6-12:</b> Students may join live Zoom sessions for their classes and/or access recorded videos of the live sessions, lesson materials are available on their teacher's specific Google Classroom pages</p> <p><b>***See individual building plans</b></p>

## Attendance Policy

Attendance bonuses and reward programs will be suspended to avoid encouraging employees and students to come to school when they are sick. Students who are out of school for an extended period of time due to COVID-19 (individuals who have tested positive, individuals who have been in direct contact with a person who has tested positive, or individuals who are symptomatic) will be required to utilize remote/distance learning to meet attendance requirements. Remote/distance learning guidelines can be adjusted based on the needs of each student. \*\*Note remote/distance learning will not be utilized in the event a student is on vacation, misses for illness not related to COVID or the student does not want to come to school.

## Student Attendance

A Western student absent from school due to COVID-19 related symptoms will be recorded as a student illness/medical absence. If a student is not ill but circumstances require the student to quarantine, the student's attendance will be recorded as "quarantine absence". An absence due to quarantining will be considered an "excused" absence from school. If the student is able to participate in remote/distance learning while quarantined, the student's attendance will be recorded as "Remote/distance attendance". \*\*Note remote/distance learning will not be utilized in the event a student is on vacation, misses for illness not related to COVID or the student does not want to come to school.

## Special Education

Western School Corporation will continue to conduct annual case reviews within the one- year timeline, regardless of school closure status. Case conference meetings with parents may be scheduled to review the provision of services and the educational progress of each student. These discussions will determine whether or not there is a need for an IEP revision.

Educational needs will be measured by considering:

- Whether the student participated in continuous learning opportunities provided by the school and district during the COVID-19 school building closure.
- Parent observations of the student's learning during the continuous learning opportunities provided by the school.

- Teacher observations of the student's learning in the continuous learning opportunities provided by the school.
- Whether there were services identified in the student's IEP prior to the school closure that the school or district was unable to provide during the building closure due to restrictions on in-person services.
- Whether the student continued making progress toward meeting his/her IEP Goals.
- Whether the student experienced any regression during the period of school building closure.

### **Future Services/Compensatory Services**

Western School Corporation will be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements. This does not mean that the school must immediately offer compensatory services to all students with IEPs; rather, it requires the case conference committee to lead a discussion on the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student's return to school and subsequently reconvening to discuss the need for future services at that time.

### **Transition IEPs**

Transition assessments will continue to be updated annually. When updating transition assessments, teachers of record (TORs) may conduct assessments remotely or in person. Assessments may be administered prior to or during the meeting. In all cases, assessment information will be documented within the Summary of Findings utilizing the SPIN method -Strengths, Preferences, Interests, and Needs. Transition services will be created with both in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

### **Evaluations**

Requirements for evaluations remain unchanged.

### **Medically Fragile Students**

The determination of the services to be provided must be made by the CCC (Case Conference Committee) based upon the individual student's medical and educational needs. Special education and related services determined by the CCC for a student with a physician's statement could be provided online or in a remote instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or remote/distance instruction, technological competency and the need for additional assistive technology will be considered.

## Homebound Services

Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel will follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

## Homebound Timelines

The CCC will continue to reconvene at least every 60 instructional days (this instructional day count includes remote/distance learning days used pursuant to our Continuous Learning Plan) when a student is receiving services in a homebound setting. Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes.

## Special Transportation

If a student is being provided in-person services and requires transportation, then the IEP will reflect this service. An administrator will collaborate with the school transportation director to implement a busing plan that meets social distancing recommendations (including pick-up, in-transit, and drop off).

## Therapy

By following the provision of IEP-required therapies in accordance with the CDC community-level guidance for schools, our corporation will implement the following:

- Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions
- Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids.
- Instruction about and observance of frequent handwashing and face covering recommendations.
- Remote/distance therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings.
- Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures.
- Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies.
- Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.

## Classroom Environment

Each Western school will address modifications to the classroom on a building-by-building and classroom-by-classroom basis. If restrictions are needed, Western schools may:

- Increase space between student desks, tables, etc.;
- Face desks in the same direction;
- Use assigned seating arrangements;
- Encourage educational activities that keep students seated in the classroom;
- Limit activities that combine classes or grade levels;
- Limit, or control, student transitions from room to room;
- Limit sharing of high touch materials (art supplies, equipment, etc);
- Avoid sharing of electronic devices;
- Increase opportunities for student hygiene activities;
- Encourage the use of outdoor spaces for instruction;
- Encourage the use of larger classroom spaces (gym, cafeteria, etc).; and
- Schedule restroom breaks to avoid overcrowding

## Field Trips During the School Day

Western School Corporation will reinstate field trips for the 2021-2022 school year. Field trips are at the discretion of the building principal.

## Cafeterias, Common Areas, Offices, and Hallways

Each Western school will address modifications to cafeterias, common areas, and hallways based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year. Adjustments if needed may include; additional lunch periods, staggered lunch periods and additional eating areas will also be utilized, as well as staggering classes when possible in the hallways.

## Cafeteria and Food Service

Students will eat lunch by grade level (grades K-8) and as scheduled for the high school, and social distancing guidelines will be encouraged. Each building will utilize additional spaces outside of the cafeteria as needed, based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year to allow students more room to space out.

Based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, Western schools may:

- Eliminate self-serve food items;
- Eliminate communal access to napkins and silverware;
  - Napkins and silverware will be provided and will be disposable.
- Serve medically fragile students separately from other students;
- Reduce seating capacities at lunch tables to promote social distancing;
- Prohibit food-sharing;
- Discourage cash transactions;
- Ensure personnel handling cash do not also handle food;
- Schedule handwashing for students and employees prior to food service times;
- Provide access to hand sanitizer;
- Use floor markings and various signage to indicate appropriate social distancing for

student lines;

- Require food service personnel to wear personal protective equipment including masks while preparing and serving food; and
- Install engineering controls such as sneeze guards in cafeteria serving lines.
- Students who require their teeth to be brushed after eating will visit a designated area which will be disinfected after each use.

## Additional School Procedures and Protocols

Based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, Western schools may:

- implement measures to decrease students congregating in one location by doing the following:
  - Use directional signage to indicate walk patterns;
  - Use signage to promote social distancing;
  - Schedule restroom breaks to avoid overcrowding and limit the number of students in a restroom at one time;
  - Rearrange furniture to avoid clustering of students;
  - Use floor markings as needed to promote social distancing
  - Limit students to sections of the playground and a daily rotation.
- postpone swimming instruction (K-8) to minimize students traveling to different buildings to receive services.
- not allow non-student vendors and visitors in the buildings at the beginning of the 2021-2022 school year. This will be assessed on a 9-week basis.
- not allow building utilization rentals at the beginning of the 2021-2022 school year. This will be assessed on a 9-week basis.
- Once building utilization rentals are allowed, Western will require parties renting building spaces for an activity to comply with all of Western's health protocols.
- Post lowered, revised maximum occupancy numbers.
- Install engineering controls such as sneeze guards.
- Promote social distancing through ongoing verbal and visual messaging.
- Schedule students to be dropped off and picked up at specific times and locations determined by each individual building.
- Stagger release times of students from buses.
- Implement measures to decrease employees congregating in one location.
- Limit usage of the staff/teacher's lounge.
- Encourage remote meetings when possible.
- Make alternate plans for whole staff gatherings.
- Rearrange workstations to encourage social distancing.
- Use assigned seating when possible.
- Use sign-in sheets for in-person meetings to document attendees.
- Keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel.
- Restrict vendor access to the school to times when students are not present.

## Extracurriculars and Co-curriculars

All State and local guidelines for group limitations may be followed, which may include the following.

- Any student who prefers to wear a face covering for activities will be allowed, so long as doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, will wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. will wear face coverings at all times unless under rigorous activity or when posing a health risk.
- Consideration will be given to vulnerable individuals, and it is encouraged for those individuals to seek medical guidance regarding their individual level of participation.
- An alternate command structure for coaching staff will be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year.
- All students and staff will be required to self-screen for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
  - Any person with COVID-19-related symptoms will not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
  - Any person with a positive COVID-19 test must report to their school, “When a confirmed case has entered a school, regardless of community transmission.”
  - Coaches must track COVID-19 impacted attendance and report to district/school administration.
  - Follow specific return-to-school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19 (see Return to School After Exclusion).
- Individuals must wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer will be available to individuals as they transfer from place to place.
- The athletic directors will create scheduling adjustments to reduce the number of events, duration, and/or participants present.
- Workouts will be conducted in defined, smaller groups of students with the same students always together.
- Fieldhouse and Weight Room Procedures - Unfortunately, we must restrict all school visitors to promote health, safety, and social distancing. The Western Fieldhouse and weight room will be closed to the public. Students utilizing the facility will be closely monitored by a Western staff member. Students will work in small groups while socially distancing themselves. When students are not participating in vigorous physical activity, they will be required to wear a mask. Students using equipment will use sanitizer spray before and after any use. They will use microfiber cloths to wipe up the sanitizer spray. This procedure will be followed and repeated by all students on all equipment. Between

group rotations, Western staff will use disinfectant spray on all of the equipment and allow it to dry according to manufacturer guidelines.

- Hospitality rooms for officials will no longer include shared food service and will allow space for social distancing. Individual waters and pre-packaged snacks may be made available.
- Cleaning schedules will be created and implemented for all facilities and equipment to mitigate any communicable diseases.
- Appropriate clothing/shoes must be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Contact will be limited to only contact necessary to compete as defined by IHSAA. Modified sportsmanship practices will be observed.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment must be cleaned prior to use and immediately following usage.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered or discarded.
- Students should report to their activity in proper gear and should immediately return home at the conclusion to shower and wash their workout clothing immediately. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- Water fountains will be closed, with the exception of water fill stations. Individuals should bring their own drink from home or water bottle to refill at one of the water fill stations. Water bottles will also be available to those who need one.
- Spectators, media, and vendors can be present but must implement social distancing and follow established mass gathering guidelines.
- Concessions will be open, and all food handlers and cashiers will utilize appropriate PPE and only prepared, prepackaged food is available.

## Transportation

### Transportation Preparation and Cleaning

Staff will inspect all buses and transport vehicles for cleanliness and safety before and after routes. Based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, masks/face coverings are required on buses for students and staff, and provided for those who do not have one.

Additionally, the following protocols may be made starting August 11, 2021:

- Drivers will be assigned to a single bus and/or a specific route to establish consistency for Driver assignments for extracurricular activities.
- Students will be assigned to an a.m. bus route and to an assigned seat, and a p.m. bus route and an assigned seat. Meaning students will have the ability to ride one bus in the morning from one location and then to a different location in the afternoon.

- Students will be limited to one route unless otherwise decided by administrative staff.
- There will be no eating and drinking by passengers on the bus unless medically necessary. This includes SPV's and other School Corporation vehicles.
- All personal items including school supplies (iPads) must remain in school bags and not shared with other passengers.

### Transportation Training

All drivers and maintenance/cleaning staff will be properly trained on the following:

- Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
- Who to contact if a student or the driver exhibits symptoms of COVID-19.
- The appropriate methods, tools, and products for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.
- The location of and how to use sanitation stations.
- The hygiene expectations of staff.
- Avoiding touching surfaces often touched by passengers.
- Using universal precautions when handling bodily fluids or disposing of trash.

### General transportation Services

Based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, The following lists potential requirements to Western School Corporation's transportation system:

- All persons who board or ride on the school bus are required to wear a face covering unless medically exempt with physician's documentation;
- At the time of enrollment, parents will notify WSC of their intention to use school bus transportation to and/or from school;
- WSC bus drivers will contact parents to inform them of their student(s) specific bus arrangements;
- Students will be assigned a single school bus number, bus stop, and seat;
- Bus seat assignments will be designated on a "bus stop basis" meaning students will be grouped together in bus seats;
- Students will not be permitted to change bus arrangements;
  - If a parent/guardian needs to change a child's transportation method on a given day, s/he will only be allowed to change to a car rider. Students are not permitted to switch to a different bus as all seats are assigned ahead of time in an effort to limit student contact as well as enhance contact tracing, if necessary.
- Students will not be permitted to eat or drink on the bus unless medically necessary with a physician's documentation;
- Students will be required to remain in their assigned seats for the duration of the school bus trip. All students must remain facing forward and remain seated. Failure to comply with seating requirements will result in the loss of bus privileges for a student.
- Transfer students will be given assigned bus stops and seats if possible;
- Buses will be filled as minimally as possible with ideally no more than 2 students per seat.

## Modifications for Extracurricular Transportation Services

Based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, The following lists potential requirements to WSC's extracurricular transportation services:

- All passengers riding on the school bus are required to wear a face covering;
- Encourage custodial or arranged, reimbursable transportation for McKinney-Vento, foster, and medically fragile students decided by a case conference committee;
- Assign drivers to a single bus and/or a specific route and establish consistent driver assignments for extracurricular activities;
- Assign students to a single bus and to a specific seat;
- Reinforce social distancing whenever possible;
- Students will not be permitted to eat or drink on the bus unless medically necessary with a physician's documentation; and
- Failure to comply with seating requirements will result in the loss of bus privileges for a student.

## Student Drop-off and Pick-up

In order to limit access to the buildings, all student pick-up and drop-off will be curbside as was done for the 2020-2021 school year. For the safety of everyone, all drivers will remain in their vehicles and students will be loaded and unloaded on the curbside by Western staff without crossing traffic or vehicles. Maps of the changes specific to each building will be communicated.

## Visitors and Volunteers

Visitors and volunteers are allowed in school buildings. Masks are recommended for unvaccinated individuals but not required. The building principal reserves the right to deny any visitor or volunteer access to the building. Principals will closely monitor the amount of people in and out of the building.

## Personnel and Service Vendors

### Western School Employees

Based on the most recent CDC, State Health Department, and Local Health Department guidelines, and the most recent Governor's Executive Orders for the 2021-2022 school year, the following procedures and guidelines may be required.

#### Safety Procedures and Protocols

All Western School Employees will:

- Follow social distancing guidelines whenever possible;
- Wear appropriate personal protective equipment (including masks) when social distancing is not possible;

- Facilitate the cleaning of student desks, tables, and other high-touch areas prior to the new student groups entering the classroom (Teachers and Aides);
- Provide access to hand sanitizer;
- Promote social distancing and healthy hygiene practices;
- Adhere to the Western's Health Protocols outlined above;
- Address all existing employment functions outlined within job description; and
- Adhere to all Western existing policies and procedures.

Special Education Teachers, Special Education Aides, School Nurses, and Custodial Staff will:

- In addition to the requirements for all employees, will wear appropriate personal protective equipment (including mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.);

Custodial and Maintenance Staff will:

- In addition to the requirements for all employees, will prioritize the cleaning of high-touch areas throughout the school building.

Food Service Staff will:

- In addition to the requirements for all employees, will prioritize the cleaning of high-touch areas throughout school kitchen and cafeteria area;
- Wear appropriate personal protective equipment (including mask) when engaging in food preparation and serving
- Complete all necessary, ongoing professional development training regarding meal preparation and serving.

Bus Drivers will:

- In addition to the requirements for all employees, will prioritize the cleaning of high-touch areas school bus;
- Wear appropriate personal protective equipment (including mask) when transporting riders on the school bus;
- Facilitate the cleaning of school bus seats and high-touch areas prior to the start of each bus trip.
- All transportation personnel will complete all necessary, ongoing professional development training regarding school bus transportation services.

Service Vendors and Outside Providers will:

- Follow social distancing guidelines whenever possible;
- Promote social distancing and healthy hygiene practices;
- Adhere to the WESTERN's Health Protocols outlined above; and
- Adhere to all WESTERN's existing policies and procedures.

### Professional Development

All Western staff, student-teachers, and substitute teachers may complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

Western, in coordination with the IDOE, Howard County Health Department, and other expert resources, will provide a formalized training system to ensure all Western teachers, instructional assistants, student-teachers, and substitute teachers are properly trained.

## Professional Development Training

Western may provide professional development training to address the following topics related to COVID-19.

- Western Health Protocols as outlined above including;
  - Who to contact if a student or the driver exhibits symptoms of COVID-19;
  - How to appropriately wear personal protective equipment;
  - How to maintain and dispose of personal protective equipment;
  - Hygiene expectations and general day-to-day healthy practices;
  - The appropriate methods, tools, and products for cleaning surfaces and other high-touch areas;
  - General occupational safety trainings including the location of eye wash stations, AED, first-aid supplies, etc.;
  - Universal precautions when handling bodily fluids; and
  - Proper handling techniques for higher-risk items (waste bins, trash bags, etc.).

The following link from the Indiana Department of Education provides professional development on COVID-19 and the above items.

[COVID-19 Information for Staff](#)

## Professional Development Training

- Online Trainings and Resources
- Zoom Trainings
- Webinars
- Professional Learning Communities
- Small Group Meetings

## Mitigation Strategies

Western will continue to work closely with the Howard County Health Department to help prevent the spread of COVID-19 among students, staff and teachers. School officials will maintain direct lines of communication with the Howard County Health Department liaison to ensure consultation and expertise is readily available.

Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illness, especially those children at risk because of underlying health issues. Western encourages all families to discuss with their child's health care provider to determine whether continued remote/distance learning is an appropriate option until adequate immunization can occur. Also, Western personnel who are 65 years and older or who have underlying health conditions are encouraged to consult with a health care provider.

Western continues to prepare to respond to COVID-19 cases when they occur in our school buildings. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school is in place as part of the district's Health Protocol.

Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website [www.coronavirus.in.gov](http://www.coronavirus.in.gov) has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic. Unvaccinated people are not required to quarantine if asymptomatic.

In the event of a documented positive case, the Howard County Health Department or the Indiana State Department of Health will engage with Western administration to assess school closings and recommend further testing, cleaning etc.

Recommendations about prolonged closure will depend on the level of cohorting the school has been adhering to, the community level of disease, and the current burden of infection impacting area hospital systems.

## Custodial Cleaning Plan and Procedures

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening Western School Corporation that will require careful planning. It is everyone's responsibility to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if using the right products and procedures. The 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.

This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

- 1. DETERMINE WHAT NEEDS TO BE CLEANED.**  
Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.
- 2. DETERMINE HOW AREAS WILL BE DISINFECTED.**  
CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.
- 3. USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.**  
Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.
- 4. ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.**

The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

**5. PRIORITIZE DISINFECTING FREQUENTLY TOUCHED SURFACES.**

Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are: • tables, • doorknobs, • light switches, • countertops, • handles, • desks, • phones, • keyboards, • toilets, • faucets and sinks

**6. CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.**

Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

**7. CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Utilize up-to-date information provided by the CDC, WHO, and local health officials on best practices.

[Link to CDC Guidelines](#)

**8. CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.**

Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects. Maintain safe practices such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**9. CONSIDER SHIFTING CUSTODIAL HOURS TO MEET CLEANING NEEDS.**

Custodial hours will be shifted to help maintain routine, supplemental, and emergency cleaning.

1. Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks.
2. Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease
3. Emergency cleaning: The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by County or State health authorities.

**10. UTILIZE SUPPLEMENTAL CLEANING WITH ALL STAFF**

Teachers and support staff may participate in supplemental cleaning and disinfecting high traffic areas and frequently touched surfaces.

1. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease.
2. Examples of frequently touched surfaces and objects that will need cleaning and disinfection following reopening are: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, and personal work areas

**11. CLEANING AND DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK.**

1. Close off areas used by the person who is sick.
2. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
3. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and controls.
4. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - a. Continue routing cleaning and disinfection.

### Custodial Checklist

Room # / Location \_\_\_\_\_  
 Initials \_\_\_\_\_

Date \_\_\_\_\_

<b>DAILY CLEANING DUTIES</b>	MO N	TU E	WE D	TH U	FR I
<b>Restrooms (All public and employee):</b>					
Clean, sanitize fixtures, horizontal surfaces and surrounding areas					
Clean, sanitize toilets and sinks					
Clean, sanitize stall doors and hardware					
Empty wastebaskets - (sanitize exterior, change liners if needed)					
Stock dispensers - (sanitize exterior)					
Replace fresheners as needed					
Sweep and wet mop floors					
Clean mirrors					
Other:					
<b>Classrooms/Office Areas:</b>					
Clean, sanitize door knobs, fixtures, desks, horizontal surfaces, high contact areas					
Empty wastebaskets (disinfect exterior, change liners as needed)					

Sweep and wet mop floors					
Vacuum high traffic areas					
Clean, sanitize sinks and tables					
Change light bulbs					
Other:					
<b>Hallway and other non-classroom areas:</b>					
Drinking fountains - clean and sanitize					
Clean, sanitize handrails, door knobs and fixtures					
Clean, sanitize entry windows, doors, and hardware					
Vacuum high traffic carpets/rugs					
Spot clean low traffic carpets/rugs as needed					
Dry / wet mop floor / scrub floor					
Other:					
<b>WEEKLY CLEANING DUTIES</b>					
Clean, sanitize restroom vertical surfaces (especially near fixtures)					
Spot clean, sanitize classroom walls/vertical surfaces					
Spot clean hallway walls and cove base/vertical and horizontal surfaces					
Spot clean and vacuum low traffic carpets/rugs					
Dust desks, countertops, and office furniture					
Dust window sills and surrounding areas					
Clean kitchen sinks					
Sweep walkways, decks, and stairways					
Remove mineral deposits in sinks, toilets urinals					

Hallway, classroom, and restroom vertical and horizontal surfaces					
Change lightbulbs in nonessential areas (daily if essential)					
Other:					
<b>QUARTERLY CLEANING DUTIES</b>					
Deep clean restroom floors and walls with ultra clean vac					
Dust air vents					
Drain maintenance					
Dust light fixtures					
Other:					
<b>BREAK CLEANING DUTIES (Spring, Fall, Winter)</b>					
Change classroom air filters					
<b>IMPORTANT ATTENTION</b>					
<b>Vandalism: (Remove or report within 24 hours)</b>					
<b>Fixtures: (Report any non-working within 24 hours)</b>					

## Indiana Department of Education Resources

### [COVID-19 Resources for Indiana Schools](#)

[https://www.doe.in.gov/covid-19/re-entry-resources?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/covid-19/re-entry-resources?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

[https://www.doe.in.gov/covid-19?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/covid-19?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

## Indiana State Department of Health

[https://www.coronavirus.in.gov/2400.htm?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.coronavirus.in.gov/2400.htm?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

[COVID-19 Planning for School and Local Health Departments: Frequently Asked Questions - Third Edition July 29, 2020](#)

[NOVEL CORONAVIRUS PUBLIC HEALTH RESPONSE](#)

[COVID-19 Additional Information on when a student, faculty, or staff member can return to school](#)

[GUIDANCE ON INTERPRETING COVID-19 RESULTS](#)

## References

Indiana Department of Education’s reopening framework entitled, [“Indiana’s Considerations for Learning and Safe Schools \(IN-CLASS\)”](#)

Back on Track Indiana

[https://backontrack.in.gov/?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://backontrack.in.gov/?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

[Governor: Executive Orders](#)

American Academy of Pediatrics – COVID-19 Planning Considerations: Guidance for School Re-entry

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Georgia Department of Education entitled, [“Georgia’s Path to Recovery for K-12 Schools”](#)

Centers for Disease Control and Prevention. Coronavirus, 2019, Interim Guidance for Child Care Programs.

Centers for Disease Control and Prevention, (2019). Coronavirus 2019, COVID-19. How to protect yourself. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/prevention.html>

Centers for Disease Control and Prevention (2020). Guidance for Administrators of US K-12 Schools and Child Care Programs.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Centers for Disease Control and Prevention, (2020). Coronavirus 2019, COVID-19. Cleaning and Disinfecting Your Facility. Everyday Steps, Steps When Someone is Sick

Parkview Hospital Return to School

<https://totalhealth.parkview.com/totalhealth/covid-19-resources/resources-by-industry>

Greater Fort Wayne INC.

<https://www.greaterfortwayneinc.com/chamber/covid-19-response-center/lets-get-ready-to-reopen-safely/>

[Music In Indiana's Schools - recommendations/Ideas for a Safe 2020-2021 Academic Year - Think of Your Space](#)

[Music In Indiana's Schools - Band Taskforce](#)

[https://docs.google.com/document/d/1GAH6yoHX\\_cPcpqDiTeuxq6LyWrDTzbOEZjyToGulago/edit](https://docs.google.com/document/d/1GAH6yoHX_cPcpqDiTeuxq6LyWrDTzbOEZjyToGulago/edit)

[Music In Indiana's Schools - General Music Taskforce](#)

[Public Music Ed General Music Taskforce](#)

[Heroes Wear Masks](#)