



Revised July 24, 2020

The Webster School District is dedicated to empowering all individuals to reach their potential.

The School District of Webster is dedicated to providing the safest possible environment for all students and staff. We understand that national and state COVID-19 guidance is optimal but not all is practical in a small school setting. Our goal is to provide high quality educational instruction in the school setting as safely as possible. There are many scenarios that we have talked about and looked at, but as we have seen over and over again the past few months, this situation will continue to change. We remain committed to building and maintaining an educational system that allows for in-person instruction as we head into the fall of 2020 and beyond. In case our situation changes we are also working on a virtual/blended platform. Our planning will blend common sense (per public health experts) and reasonable mitigation strategies related to COVID-19.

This document is subject to change based on county, state guidance and circumstances in our community. The Superintendent and Administrative Team will make changes as new guidance and circumstances arise.

Jeff Fimreite
Superintendent, Webster School District
jfimreite@webster.k12.wi.us



Guiding Principles

- We believe curricular, extracurricular and co-curricular experiences are vitally important to the well-being of Webster students.
- We believe that to educate the whole child; there is a need to have face-to-face interactions. Face-to-face interactions include considering the social-emotional, academic well-being and physical and mental health needs of all students.
- We believe that not providing opportunities for kids can be detrimental long-term.
- We believe it is our responsibility to mitigate risks associated with the spread of COVID-19 and take that responsibility seriously. Still, we cannot guarantee a COVID-19-free environment.
- It is critical that all families, students and staff understand and follow the protocols and expectations outlined in this plan.

Assumptions

- This plan will change based on state and local guidance as we move into fall.
- There will be positive cases within the District.
- There will be close contacts of cases that will need to be quarantined (this includes students and staff).
- Remote learning will be required at times.
- The District will offer a remote virtual option for students/families that need/require that option.
- Extra-curricular events may be canceled or postponed based on disease activity and sports risk level.
- Each school will make modifications to this plan as guidance changes.



Plan Overview

- Opening on September 1, 2020
- At School Five Days Per Week
- Technology Enhanced Learning
- Health Safety Precautions
- Education of Protecting our Most Vulnerable
- Contingency Plan
 - Blended Model
 - Full Virtual Learning
- Remote Virtual Learning Option for Those Who Need It

Screening Expectations

Families, students and staff are expected to self-screen daily. Anyone with symptoms related to COVID-19 must contact the school office or their supervisor before coming to school or work.

- Cough (new onset or worsening of chronic cough)
- Shortness of Breath
- Fever 100.4 and Higher
- Chills Sore Throat Congestion/Runny Nose
- Muscle Pain
- Headache
- Diarrhea, Nausea or Vomiting
- Loss of Taste or Smell



Screening expectations are subject to change based on updates from the Department of Health Services, area public health and Centers for Disease Control and Prevention (CDC).

Educational Programming Levels

There are three levels of educational programming which are determined by the threat of the virus in our buildings and community. Movement between the levels will be determined with guidance from Burnett County Public Health.

Low Level

- Five days a week/in-person instruction model with safety precautions directed by the school nurse.
- Students and staff practice operational safety to reduce the spread of viruses.
- Staff may be reassigned to support core classrooms.
- Daily schedule modifications to reduce student grouping:
 - Front Doors
 - Halls
 - Lunchroom
 - Recess
- Social and emotional support by School Counselors:
 - Screening
 - Staff Training
- Students and families who are not comfortable may participate in a virtual track we are currently preparing. This option will be coordinated by the Principals and taught by school staff.



- Staff are required to post daily communication on Google Classroom and/or Seesaw depending on grade level. Skyward will be used for communicating assignment grades for grade levels 5-12.
- Communication with parents will be set up through Seesaw for PK-4th grades and will include information from the day's activities daily by each teacher.

Medium Level - Will only be initiated when the need arises due to guidance by Burnett County Health Department and Wisconsin State Guidance.

- Students who are sick will participate in homework posted online using Google Classroom/Seesaw.
- Students that are required to stay home will continue online with Google Classroom:
 - Daily contact with students (live or recorded)
 - Weekly video conferencing office hours
- Traditional grading and assessment - by building.
- Continue with curriculum ensuring essential standards are taught.
- Communication with parents and students daily.
- Flexible schedule depending on the situation to reduce risk to students and/or staff.

High Level

- Closure for a period of time where all students are distance learning with Webster staff.
 - There may be times when many students and/or staff are absent and a break may be needed to take extra precautions and deep clean the school buildings.
 - This may be a short period or extended period depending on guidance from Burnett County Health Department.
- Monday – Thursday:
 - PK-12 online through Google Classroom/Seesaw
- Friday – Half day instruction, half day teacher prep day.



- Students may be issued District devices and/or hot spots to connect to the internet if needed.
- Staff will be able to enter parts of the building to access materials.
- Traditional grading.
- Follow the school calendar.

Communicating Confirmed COVID-19 Cases

Communication will look slightly different at each school level:

- Elementary Schools - a building-wide letter is sent identifying the classroom of the confirmed case.
- Middle School - a building-wide letter is sent identifying the grade level of the confirmed case.
- High School - a building-wide letter is sent identifying the grade level of the confirmed case. It will also inform families if their student was in a class with the confirmed student.
- Activities and Events - a building-wide letter is sent identifying the activity/event of the confirmed case provided there are 10 or more individuals involved to maintain confidentiality.
- The School District will work closely with Burnett County Public Health regarding confirmed cases of COVID-19. Due to data privacy, specific individuals will not be identified.

Burnett County Recommendation for Students/Staff (Tier Approach): Please see appendix A flowchart.

- Current policy is 24 hours fever free.
- Recommendation is 72 hours symptom free.



- Positive COVID-19 Test - Burnett County Health Department will follow up, contact trace and make determination.
- Doctor note to return.
- Exposure to Positive COVID-19 Case - 14 days out and COVID-19 Testing.

Health and Safety

- We anticipate face coverings (nose and mouth) will be strongly encouraged and potentially mandatory for students by the CDC and or local Health Department.
- Face coverings (nose and mouth) will be required for staff.
- Parents should check their child's temperatures and be aware of any of the COVID-19 symptoms before sending them to school.
- Students will be taught and reinforced proper hand cleaning and sanitizing.
- Burnett County Public Health and Burnett County COVID-19 Response Team are encouraging everyone who is safely able to do so to wear a mask when they are in a public setting. The CDC, World Health Organization (WHO) and Wisconsin Department of Health Services (DHS) all recommend individuals wear cloth face coverings when they are in a public setting where they cannot reliably maintain 6-feet of distance from others at all times. Personal Protective Equipment (PPE) including masks is strongly encouraged and may be required based on disease transmission in our area.
- Monitoring COVID-19 levels by region and county can be found on this website: www.dhs.wisconsin.gov/covid-19/local.htm.
- Staff will use an appendix flow chart to determine precautions if a student is showing symptoms and to determine reentry.
- Parents will be notified when there is a positive case in the District. Due to confidentiality laws, we cannot release the name of the individual.

Reopening Plan for 2020-21

Webster School District



- Students should come prepared for the day. Parents will not be allowed to drop off items for students during the school day.
- Parents will not be allowed in buildings unless approved by the Principal prior to coming in. Masks will be required upon approval and entry.
- Classroom seating charts will be filed and updated with the office for contact tracing.
- Student seats will be a minimum of 6-feet apart when/if possible. We encourage face masks if this distance can not be accommodated.
- Locker use will be limited and backpack/bag usage throughout the building will be encouraged.
- Passing times will be staggered as much as possible in grades 5-8.
- Students will be required to wear masks during passing times and while on the bus.
- Traffic patterns will be modified to ensure less cross traffic whenever possible.
- Staff will monitor the hallways to remind of social distancing.
- Separate entry and exit points whenever possible.
- Elementary will stay in their cohort group as much as possible:
 - Masks will be optional for students and required for teachers.
 - Teachers travel for specials to classrooms.
 - Lunch by grade level and spaced out utilizing all tables. Cleaning time in-between. Students will be checked in by a lunch monitor and not use keypad.
 - Individual recess time for classes.
- Special Education:
 - Teachers will travel to classrooms to deliver services in all cases that it will fit. Each student's IEP and individual needs will be addressed and designed for best safety for the student and best academic offerings for each student. High risk students will also have the option to enroll in the virtual option.
- Choir will use the cafetorium for Middle School and High School class instruction.

The Webster School District is dedicated to empowering all individuals to reach their potential.



- Band will assign music stands to students and space out in the room or use the cafeteria. No sharing of any instruments or equipment. Music stands will be assigned to an individual student.
- Any shared objects will be sanitized.
- Field trips will be limited depending on the number attending and destination, and to be determined based on current health situation and developments.
- Physical education will be outside when possible.
- Special education meetings will be done by phone or virtual meetings when possible.
- Open House at the Elementary will be run by appointment on the day it is set. One family at a time. Entry and exit will be on a flow through the building.

Operations

General:

- PPE including face coverings, hand sanitizer, thermometers and gloves will be provided to schools on a continual basis throughout the school year.
- Additional PPE and accommodations (e.g. plexiglass, sneeze guards) will be provided for staff/students who are in a higher health risk category per request.
- Additional signage on how to stop the spread of COVID-19, proper washing of hands and promoting everyday protective measures including face coverings will be on display in buildings. Consistent scheduled times and procedures will be established throughout the day for hand hygiene; promoting hand washing.
- All staff and students will be required to stay home when experiencing COVID-19 symptoms.
- Signage will be placed in buildings for hand washing and symptoms.
- Physical Barriers - Plexiglass barriers in offices with high traffic.

Reopening Plan for 2020-21

Webster School District



- Student/Staff Temperature Checks - Not required at this time.
- Floor Adhesive - 6-foot separation stickers in high traffic areas, cafeteria, outside office and other areas as needed.
- Drinking Water - Bottle filling only (brought home daily for cleaning) and disposable cups for those without water bottles.
- Safety Signage - Hand hygiene, social distancing and symptoms.
- Daily Health Screeners: Education about symptoms and monitoring. Questions asked by parents at home (privacy is a concern regarding conducting them at school each morning).
- Creating Space for Social Distancing - Removal of furniture, reconfigure or moving workspaces and reconfigure or moving teaching spaces.
- Isolation Room - The current health rooms will be for injuries and medication distribution and a staffed room will be created for students who are ill.
- Any meeting will be spaced every other chair.
- Limit number of non-essential visitors and contractors in buildings - only high school volunteers may enter the Elementary building, or workers for buildings/grounds and food service.
- Staff members point of contact will be their immediate supervisor.
- Staff will receive disease training.

Staffing considerations:

- We might need to add a part-time custodial staff to aid in cleaning.
- A part-time certified nursing assistant to the Health Office to assist the school nurse in dispensing medications, isolating students and contact tracing.

The Webster School District is dedicated to empowering all individuals to reach their potential.



Suspected/Confirmed COVID-19 Cases:

- School decision tree for symptomatic staff and students in buildings will need to go to an established isolated room (not the health room, as this must be kept available) until they can safely leave the building.
- Coordination with Burnett County Public Health regarding suspected and confirmed cases. Burnett County Public Health will assist Webster's Leadership team to determine a course of action for their individual schools on a case-by-case basis. This may include the dismissal of students and most staff for a short-term period.

Ventilation:

- Increased circulation of air by programming HVAC.
- Front doors will be propped open for a ½ hour before and after school.
- Any doors inside that can be propped will be propped open to eliminate touches.
- Staff will be encouraged to open classroom windows as weather allows.

Cleaning and Disinfecting:

- Custodial cleaning practices will be focused on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted.
- The Building and Grounds Department will consult with the District Nurse, Burnett County Public Health and the Wisconsin Department of Public Health and Environment (WIDHS) to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff and community.
- Increased daily and weekly protocols.
- Sanitizing wipes will be provided in every room.

Hand Hygiene:

- Teach and reinforce.



- Sanitation Stations - Increased placement and encourage usage.

Shared Objects:

- Individual supplies as much as possible. Communal items managed by classroom teachers.

Communal Spaces:

- Staggered use and increased cleaning protocols.

School Nurse:

- Isolation Room: Separate area for students who are sick.
- All students need to be picked up and taken home ASAP.
- Sick students may not return until they are fever-free for 72 hours.
- Testing: Strongly recommended at local health providers.

Day to Day Operations:

- Visitors: Limit non-essential visitors. All essential visitors (students from the high school to volunteer at the elementary, mentors, licensed therapists) must complete health screening and wear a mask.
- Hallway Use: masks will be required for students when not in a classroom.
- Face Coverings: Strongly encouraged for students and mandatory for staff.
- Field Trips and Gatherings:
 - Field trips will be limited depending on the number attending, destination and to be determined based on current health situation and developments.
- Staffing: Reassign staff as needed to cover daily operational needs, prioritizing student learning and safety.
- High-risk Staff: Must communicate with District office. Follow Leave Time Policy.
- High-risk Students: Option to enroll in virtual school.



- Hours of Operation: Students only allowed in buildings between 7:45 a.m. and 3:45 p.m. unless in a supervised activity and following safety protocols.
- Communication: Specifics will not be communicated to the community per privacy laws. Only the building level will be reported to the community. Contact Tracing: Burnett County staff will conduct contact tracing with assistance by the school nurse.

Food Service:

- Gloves will be required for Food Service workers at all times and other staff whenever possible when cleaning or sanitizing an item or surface.
- Point of Sale: No common-touch keypads. Alternative methods will be used to conduct lunch/breakfast sales.
- Food Service for Breakfast: Grab and go.
- Lunch: No self-service.
- More individual wrapped/package items served to students. Require hand sanitizer in line before entering the kitchen.
- Face Coverings: Food Service staff will wear face coverings the entire time they are in the Food Service area.
- During Closure: Meal pickup or delivery options for families similar to summer.

Lunchroom:

- No common-touch keypads. Alternative methods will be used to conduct lunch/breakfast sales.
- Barcodes on student ID's will be used to prevent touching a keyboard.
- Lunchroom staff will wear PPE.
- Lunchtimes will be spaced out to avoid lines.
- Sneeze guards will be installed between students and serving staff.



- Disposable materials will be used as much as possible.
- Packets of condiments will be used.
- No self-serve food items.
- Tables will be spaced to keep students in their cohort group when possible.
- Additional tables will be added if needed.

Technology Enhanced Instructional Approach:

- 1:1 Technology – Grades K-12
- Flipped Classroom Concept
- Mixture of Live and Pre-Recorded Lessons
- Live In-Person and Virtual Conferencing
- Flexible Instruction
- In-Person or Remote Capable
- True Classroom Pacing

Learning Management System and Technology:

- Whether we are in a brick and mortar setting, blended, or virtual, all teachers will incorporate a learning management system.
- Kindergarten - 1st grade students will be using Seesaw. 2-12 grade students will be using Google Classroom.
- Seesaw will also be used as a communication tool for 4k-4th grade classrooms.
- 1:1 computing will be provided for all students Kindergarten-12th grade.

Substitute Teachers in Core Classes:

- Sub pool will be used first.
- Secondly:
 - Teacher prep time to cover



- Librarian
- Reading staff
- Principals
- Superintendent

Transportation:

- Parents will be encouraged to transport their children if they can to reduce the number of students on the bus.
- Up to TWO pre-arranged pick-up and drop-off locations will be allowed on routes.
- Buses will have seating charts for contact tracing.
- Buses will be disinfected following each route.
- Masks will be required for transportation on bus routes for both staff and students.
- Attendance will be taken for each bus route for contact tracing.
- Family members will be required to sit together.
- Two students per seat when possible.
- Fill back of the bus first and unload from the front.
- Drop off - One bus at a time to reduce grouping of students at the front doors.
- Pick up - Dismissal of students will be regulated.

Virtual Learning Options:

- Courses are overseen by Webster teaching staff.
- Teaching staff will oversee student learning and maintain communication with students assigned to their classroom.
- Wisconsin Virtual School Courses are monitored by the Student Services office.
- Students are required to log in to core lessons at a specific time each day and to complete the weekly assignments on time.
- Teachers are available each day for questions via office hours.
- Students are able to come to school and get personal help if needed.



- Students living in our District are eligible for athletics and extracurricular activities.
- Counselors will be available to students and guardians.

Situational Options:

- At-home learning similar to last spring, but with improvements made after lessons learned.
- Short-term at-home learning similar to last spring may be necessary.
- Individual: Positive cases of COVID-19 or close contact require individuals to self-quarantine for 14 days. Education mirroring the classroom activities will be done as much as possible.
- Group: Positive cases of COVID-19 or close contact require entire classrooms or cohorts of students to self-quarantine for 14 days. Education mirroring the classroom activities will be done as much as possible.
- School: A certain threshold of positive cases may require short-term school closures. This decision would be made in collaboration with Burnett County Public Health.
- District: A certain threshold of positive cases may require short-term District closures. This decision would be made in collaboration with Burnett County Public Health.

Social Emotional Learning (SEL) Support

- Instruction will focus on connectedness and building positive relationships. School counseling, mental health supports and resources will be available for both on-site, individual distance and virtual learning.
- Support for students transitioning between instructional models.
- Continue to identify and follow referral systems for individuals who need targeted support.



- [COVID-19: Resilient Wisconsin](#) website is a resource to help families cope with the stresses of COVID 19.

Co-curricular Reopening Athletics Guidance

- Utilize communication and guidelines from Wisconsin Intercollegiate Athletic Association (WIAA), WI DHS and Burnett County to safely hold practices, competitions and events.
- Use prudent local decision making in conjunction with Lakeland Conference Athletic Directors (AD), opposing school's administration and opposing school's county health departments to schedule, host and attend as safe as possible events and competitions.
- Other co-curricular activities may continue if social distancing can take place.
- More information regarding coach and student athletes protocols is listed below in Appendix's C and D.
- We will clearly communicate that athletics and activities are resuming in an ever-changing environment. Because of this, events and schedules may be postponed or cancelled.
- Event Spectator Attendance - Due to the current restrictions and fluid situation, event attendance will be based on the current activity risk levels and maybe limited to essential participants which would not include spectators.
- Resuming extra-curricular activities as safely as possible provides a valuable extension of our students' classroom learning. The overall well-being of our students is paramount and will be at the forefront of all decision making.



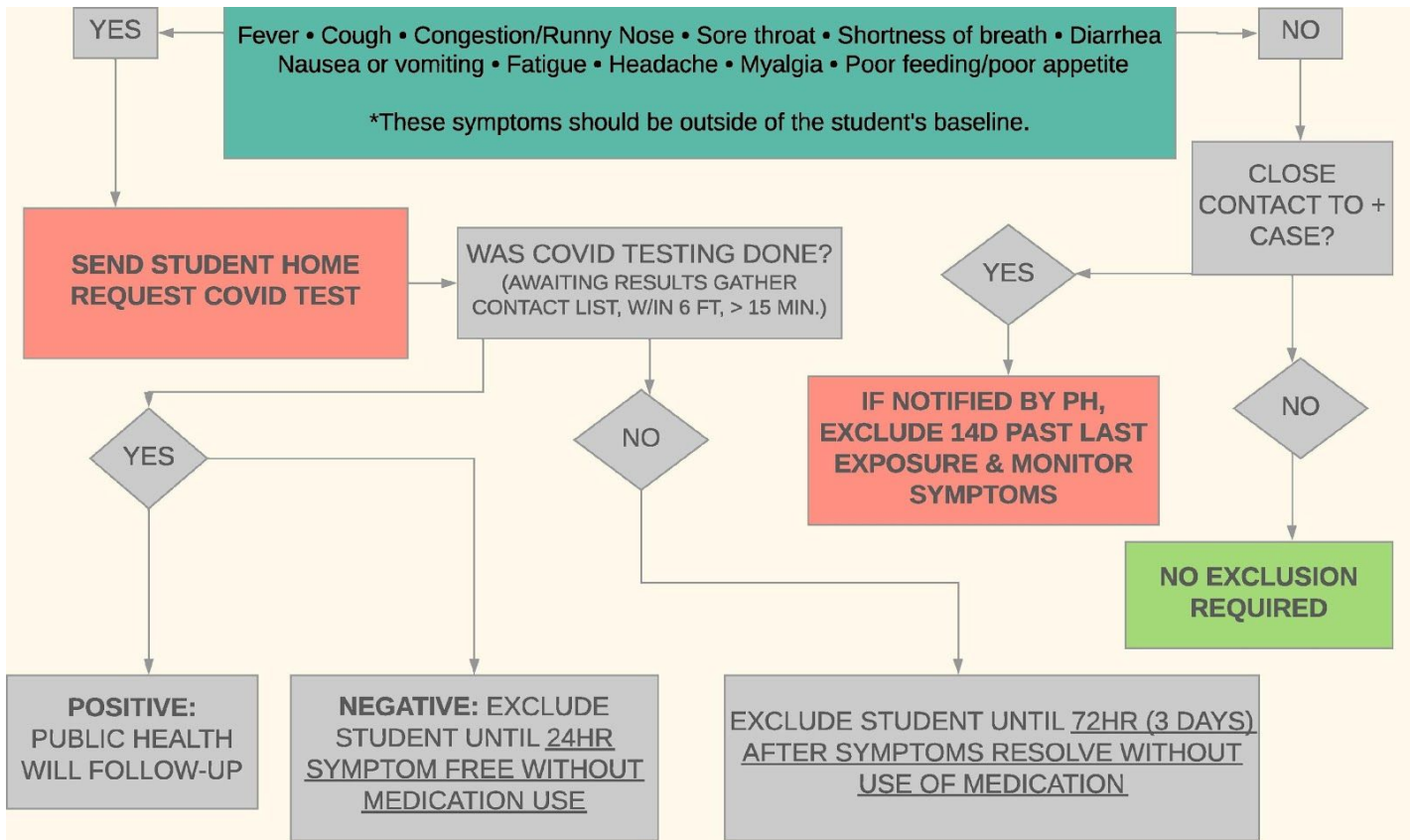
Appendices

- Appendix A - Staff/Student Symptoms FlowChart During COVID-19 Pandemic
- Appendix B - Resources Used to Make Reopening Plan
- Appendix C - [Webster Athletic Summer Contact Procedures During Covid-19](#)
- Appendix D - [Webster Coach/Athlete Procedures During Covid-19](#)
- Appendix E - [Staff Expectations](#)



Appendix A

If a student/staff experiences any of the following symptoms, the flowchart below will be used.



III Household Members:

COVID positive household: PH will determine "close contacts" and exclude as appropriate, typically this will be 14D since last "exposure" from ill individual.

COVID negative/unknown household: all "well" individuals are able to attend school as usual.



Appendix B

Resources Used to Make Reopening Plan

[Burnett County Alert Center](#)

[American Academy of Pediatrics](#)

[DPI Guidelines](#)

[Re-Opening Schools](#)

[CDC Considerations for Schools](#)

[Transportation Guidance](#)

[Virtual and Blended Learning](#)

[AASA COVID-19 Recovery Task Force](#)

[Recent updates to the WASB COVID-19 resource page include:](#)

[The Centers for Disease Control and Prevention has published Interim Guidance for Administrators of US K-12 Schools and Child Care Programs. Other potentially helpful documents include Interim Considerations for K-12 School Administrators for COVID-19 Testing and Considerations for K-12 Schools: Readiness and Planning Tool Continuity of Learning – Equity and Access tab:](#)

[The U.S. DOE'S Office of Special Education and Rehabilitative Services issued a Q & A document to assist school districts in implementing the Individuals with Disabilities Education Act Part C evaluation and assessment timelines in the current COVID-19 environment.](#)



Appendix C

[Webster Athletic Summer Contact Procedures During Covid-19](#)

Appendix D

[Webster Coach/Athlete Procedures During Covid-19](#)

Appendix E

[Staff Expectations](#)