



Bruce-Guadalupe  
Community School



United Community Center  
Centro de la Comunidad Unida



United Community Center  
Acosta Middle School

# United Community Center Schools Return to School Health Safety Plan

Bruce Guadalupe Community School  
K4- 8th Grade  
UCC Acosta Middle School  
6th - 8th Grade

**Initial Plan August 2020**  
**Recent Review and Updates: August 2022**

*Section 1*

**General Information**

[See linked Checklist here](#)

## Section 2

# Community Coordination and Response to Confirmed or Suspected Cases of COVID-19

### Monitoring and Information Collection Process

- All UCC school buildings will track student absences within Skyward (SIS), and will provide a comment with the absence record if the absence is COVID related, or related to another non-COVID illness.
- All staff absences will be tracked by each school office and within our employee software system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.

### Communication with Milwaukee Health Department

- If there is a confirmed case and/or close contact(s) of COVID-19 among the students, school administrators in collaboration with the Student Health Center will report the information to the City of Milwaukee Health Department. If there is a confirmed case among the staff, school or UCC, the UCC will report the information requested by the Milwaukee Health Department. The Department's advice will be sought and a factor in determining next steps.
- We anticipate that the Milwaukee Health Department will inform us of any cases they detect within our school community through their city wide mechanisms.
- If our school staff, administrators, or Student Health Center have any questions regarding safety, guidance, or local conditions, they will reference the [City of Milwaukee Health Department website](#), and call also reach out to the health department by emailing [askmhdccovid19@milwaukee.gov](mailto:askmhdccovid19@milwaukee.gov) or by calling 414-286-3521.

### Phases of Instruction

We have established the two phases of instruction in order to safely re-open our school facilities in alignment with the MHD K-12 reopening guidance:

- **In-Person:** An in-person learning model will be fully implemented for '22-23.
- **Quarantined/Isolated Students:** School staff will stay in daily contact with students who have tested positive with the virus (and its variants).

### Identification of High Risk Students and Staff

We will work to identify any students that are considered "high-risk" based on the [information the CDC has provided](#) regarding medical conditions that place some individuals at a higher risk of severe illness from COVID-19.

- All of our students submit health documentation each year, and our Student Health Center has records for students with existing health conditions.
- If students and/or families identify students as having a medical condition that puts them at increased risk of COVID illness within the in-person learning environment, we will have a discussion with these families to discuss strategies for ensuring their safety in the school environment and their classroom.
- Staff who have self identified as having health conditions that are high risk of COVID illness are asked to speak with their immediate supervisor. The supervisor and staff member will work with Human Resources (HR) to develop a plan for that teacher.

## **Staff Identification of COVID-19 Cases - [HR policies and procedure](#)**

### **Displaying COVID-19 Symptoms – ALL Employees/Students**

Regardless of vaccination status, if you are displaying COVID-19 symptoms, you should notify your supervisor, stay home, and get tested immediately. If you test negative, notify your supervisor and you will be allowed to return to work/school. Please be sure to provide proof of your negative test result. If you test positive, notify your supervisor immediately in order for them to begin the proper processes.

### **Testing Positive for COVID-19 – ALL Employees/Students**

Should you test positive for COVID-19, regardless of your vaccination status, you will be required to isolate for 5 days after your first day of symptoms \* or 5 days after your test date if you are asymptomatic. If your symptoms have resolved after 5 days, you are able to return to work/school on Day 6. You will be required to wear a mask for an additional 5 days around others. You should not report to work/school or be in any building on the UCC campus during your isolation. Please notify your supervisor immediately in order for them to begin the proper processes. You will be required to use your personal/vacation days during the isolation period. Please speak directly with your supervisor to accommodate this request.

\*First day of symptoms is considered Day Zero.

### **5 Day Isolation Period**

Please note that the shortened 5 day isolation period only applies when an individual's COVID-19 symptoms are almost gone or have completely resolved by Day 5. If an individual is still experiencing symptoms (such as headaches, body aches, or fever) on Day 5, they should continue to stay home until their health improves and keep the supervisor and HR updated.

### **Exposure to COVID-19 – ALL Employees/Students**

If you have been exposed to someone with COVID-19, you aren't required to quarantine, but you should monitor for symptoms. You are able to continue working/being in school, but are asked to wear a mask for 10 days. You are not required to get tested. If you start to develop symptoms after being exposed, you will be required to get tested and won't be allowed to return to work/school, unless you have a negative test result. Please provide proof of your negative test result. If you test positive, you will need to isolate for 5 days from the start of your symptoms\*. You will be allowed to return to work/school on Day 6.

\*First day of symptoms is considered Day Zero.

## **International and Cruise Travel**

If you travel outside of the state of Wisconsin, UCC is NOT requiring you to quarantine, regardless of vaccination status. You will be allowed to return to work/school after you return, as long as you do not have any symptoms and you believe you haven't been exposed to anyone with COVID-19. While it is still recommended you get tested for COVID-19 3-5 days after you return, it will not be required for you to return to work/school.

## **Developing COVID-19 Symptoms after Travel**

Should you develop symptoms after traveling, you should stay home and get tested immediately, regardless of whether you are vaccinated or not. Please notify your Supervisor and/or Human Resources. You must present a negative test result in order to return to work/school. If you test positive for COVID-19, notify your supervisor and/or Human Resources immediately and continue to stay home. You will need to isolate for 5 days from the first day of symptoms\* or 5 days from the test date if you are asymptomatic. You will be allowed to return to work/school on Day 6.

\*First day of symptoms is considered Day Zero.

## **COVID19- Investigation process for Employees with Positive COVID-19 test**

COVID19- Investigation process for Employees with Positive COVID-19 test This protocol should be consistently applied to all UCC employees, regardless of ethnicity, national origin, or travel history, in order to reduce the risk of discrimination claims. For remote workers, the analysis should be based on their job duties or other similar considerations.

If we are made aware of an employee who has tested positive for COVID-19, the Supervisor must immediately complete the following tasks:

1. Communicate to the Department Director and Human Resources Director via email that you have an employee that has tested positive for COVID-19.
2. Communicate to the Maintenance Supervisor via email that you have had a COVID19 positive test so they can coordinate a thorough cleaning of the area.
3. Conduct a telephone interview with the employee who tested positive and complete the COVID-19 Positive Test Investigation Form. Do NOT email or otherwise share this document with anyone other than Human Resources.
4. The employee's name and condition MUST remain confidential and NOT be released to anyone.
5. Contact Human Resources Director (414-649-2818) or Shirley Flores (414-389- 3604) immediately by phone once the COVID-19 Positive Test Investigation Form is complete, and personally deliver the completed form to the HR office.
6. If anyone other than the supervisor is aware of the results, the supervisor shall communicate to those individuals that they must keep the name and condition confidential.
7. Human Resources will communicate with the Milwaukee Health Department (MHD) for guidance.
8. In accordance with the MHD guidance, Human Resources will communicate with the supervisor to determine who will be designated as a close contact or no contact, and/or if the situation requires the closure of the department, area or agency.
9. If the agency or department must close for a specific time, or if any employees must quarantine, the supervisor must analyze who can work remotely.
10. Upon confirmation of a successful delivery of the COVID-19 Positive Test Investigation Form, all correspondence including the completed form 5 should be deleted and shredded. Tracking of this will be maintained by the Human Resources Department.
11. Supervisor will provide a notification letter to all individuals who have had close contact.
12. Supervisor will provide a notification letter to other staff that might not have had close contact, but are located in the same building.

## Disclosure

The actual identity of the employees shall not under any circumstances be disclosed. Non-identifying information may be provided to appropriate officials in the event of a confirmed case.

## Vaccinations

The school and agency will continue to partner with local health care organizations to offer vaccine clinics to employees, families and students. The intent is to increase the overall vaccination rate and reduce the spread and/or severity of illness of the virus and its variants.

## Student Identification of COVID-19 Cases (within school environment)

- Protocol for students will follow the same process as described above for employees. However, staff and families would report positive cases and close contact circumstances to the school nursing team.
- If a student is symptomatic or has been identified as a close contact of another individual who tested positive:
  - Call the Student Health Center.
  - Parents will be immediately notified to pick up the student from school.
  - Parents will be instructed to keep their child at home, monitor their symptoms and self-quarantine.

## Screening and Symptom Assessment:

### Screening and Symptom Assessment in Classrooms:

Staff will be provided with clear criteria for how to screen any students they may believe are symptomatic within their classrooms before contacting the student health center. The Student Health Center staff will be notified if a student meets all the outlined criteria, and the student may be moved to an isolation area to be further evaluated by our health center staff (temperature taken).

## Collaboration with local and state Health Departments

- If there is a confirmed case of COVID-19 for students, our Student Health Center or UCC will follow the reporting protocol of the City of Milwaukee Health Department.
- If there is a confirmed case of COVID-19 for staff, UCC will follow the protocol of the City of Milwaukee Health Department.
- If our school staff, administrators, or health center have any questions regarding safety, guidance, or local conditions, they will reference the [City of Milwaukee Health Department website](#), and call also reach out to the health department by emailing [askmhd covid19@milwaukee.gov](mailto:askmhd covid19@milwaukee.gov) or by calling 414-286-3521.
- Our school administration and leadership will regularly review the data on the COVID-19 statistical dashboard available on the [Milwaukee Health Departments website](#) to stay informed of the community spread condition in the area surrounding our schools.

## COVID-19 Forecasting

- We will consistently review the data from the [City of Milwaukee COVID-19 statistics dashboard](#) as well as the [Milwaukee County COVID-19 dashboard](#) to stay informed of the community spread of COVID in our school community and in the area surrounding our schools.
- In the City of Milwaukee where our school community is located, 97% of the population is Hispanic, and the vast majority of our school families reside in the 53204 and 53215 zip codes, where there are the high incidence rates of both cases and death across the entire Milwaukee area.
- The [CDC provides data on SVI \(Social Vulnerability Index\)](#) that weighs socioeconomic status, housing composition and disability, minority status and language, and housing and transportation. Based on these factors, the immediate area around our school community [scores at a .99 on a scale of 0 to 1](#) (1 is the highest vulnerability). The communities where the vast majority of our students live within a score between a .85 and .99 on this scale, indicating that our families are “highly vulnerable”.

## Section 3

# Communication

### Communication Platforms with School Families:

UCC Schools uses a variety of electronic platforms to communicate with parents which includes primarily our Class Dojo system which allows school wide communication as well individual campus communication and even individual classroom and student communication with families. Additionally, UCC has a robust social media presence and high level messages regarding the school and agency are shared via these mechanisms include UCC Facebook with almost 4,000 followers, UCC Instagram and UCC Twitter account. The school websites and UCC websites also utilize emergency banners and several mechanisms to communicate sudden changes as well as longer term plans. We will use each medium to compliment each other and vary the message on each platform based on the strength of the platform ensuring all messaging and information is consistent and timely.

- **Phone Call:** If information that needs to be communicated only applies to a small number of families, or a single class, all students and their families will be called individually through phone. If they cannot be reached through phone, a follow up message will be sent through ClassDojo.
- **ClassDojo:** Our main communication platform for all school families is via ClassDojo, which is a private communication platform for schools to message and notify parents. 99% of our students and families are currently connected on ClassDojo, and when we message families directly, all school families receive a push notification on their phone.
  - **Routine Wednesday notifications:** all school notifications and information are shared with families on a weekly basis through ClassDojo. Families receive a push notification when this information is shared, and they can check the app at any time to see the content shared.
  - **Private Messaging:** ClassDojo allows for individual private messages to be sent to families that can be read within the ClassDojo app on their phone.
  - **Class/Grade level /Building/Campus Messaging:** ClassDojo allows for school staff to communicate with an entire class, grade level, school building, or our entire network of school through School Story notifications (which appear within the App feed), or with individual mass messages.
- **Skylert School Messenger:** When needed to send an important alert to all school families, or a cohort of families, we will use the Skylert system to robo-call families, or send out a mass message or email to families. These notifications are delivered directly to a parent's phone as a text message or phone call.
- **School Website Pages:** In the event that we need to close an entire school building or our campus, an alert banner will be added to all our school website pages:
  - [United Community Center](#)
  - [Bruce Guadalupe Community School](#)
  - [UCC Acosta Middle School](#)
- **Facebook - United Community Center:** Our agency (the United Community Center) runs a Facebook page, and if there is any all-school information that would likely also affect our surrounding community, that information will be communicated with families on the UCC Facebook page, which many of our families already subscribe to.
- **Informing FAMILIES of possible COVID-19 exposure:**
  - When informing a parent that their child has come into contact that someone that tested positive for COVID-19, no names or identifying information will be shared with families. All privacy will be maintained.
  - Any information regarding positive exposure to a COVID-19 positive individual will be communicated over the phone if possible. School office staff or building administrators will attempt to contact families by phone as soon as they receive information regarding possible exposure.
  - If parents cannot be reached through phone and don't answer, we will leave a voicemail with the information that needs to be communicated, and we will send a follow up message through ClassDojo.

- If an entire classroom or grade level is affected, we will use the Skylert system to send a robo-call to all families, and we will also send out a message and post on ClassDojo informing families of the situation.

### **Communication with Staff:**

- **Email:** All school staff are connected to a building level email list, and will be communicated with regularly through email.
- **WhatsApp:** All school staff will be connected to a WhatsApp messaging group both for their individual school building and for the entire campus. Any time sensitive or important alerts that need to be received immediately will be communicated within the WhatsApp group.
- **Weekly Staff Meetings:** Weekly staff meetings will take place through Google Meet to provide staff with updates and important notifications. All meetings will be recorded for later viewing if needed. Weekly staff meetings will review safety protocols and procedures, updates on the school community, and any other relevant information that needs to be conveyed to staff.
- **Intercom System:** Any time sensitive alerts that need to be communicated to students AND staff will be alerted through our school intercom system. The entire building can be contacted, or individual classrooms if needed.
- **Phone Calls:** If there is immediate information that a staff member needs, they will either be called on the phone within their classroom, or on their personal cell phone if they are elsewhere in the building.
- **Informing STAFF of possible COVID-19 exposure:**
  - If a staff member is identified as a close contact of COVID-19 positive person, the staff member will be contacted by a building administrator, in-person, if possible. If this is not possible, the staff member will be contacted on their classroom phone or personal cell phone if they are away from their classroom.
  - School office staff or building administrators will attempt to contact staff as soon as they receive information regarding possible exposure.
  - When informing staff they have come into contact with someone that tested positive for COVID-19, no names or identifying information will be shared. All privacy will be maintained, unless a need to know is determined.
  - If staff are not available in person or through the phone, building administrators will send a text message and email to staff with this information.

### **Communication with Neighborhood and School Community:**

- If information needs to be communicated with the surrounding community, our UCC Marketing Department (Jennifer Steiner) will manage all messaging and communication with any organizations or individuals outside our school community.

### **Self-Reporting of COVID Symptoms Communication System:**

- **Staff Self Reporting:**
  - If staff identify themselves as displaying any of the symptoms related with COVID-19, they will be asked to notify their building principal/supervisor immediately in person, through a phone call, or a text message if needed (as a last resort)
  - Staff will be asked to confirm their symptoms using the following resources:
    - [Screening questions](#)
    - [Symptoms of COVID-19 - CDC video](#)
    - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
  - If staff believe they may be demonstrating symptoms of COVID-19, they will be encouraged to seek testing and follow UCC staff policies based on results.
- **Student Self Reporting:**
  - If student begin displaying any of the symptoms related with COVID-19, they will be asked to notify school staff member that is with them immediately (parents can call, email, or ClassDojo message their building principal outside of school hours)
  - Students and/or families will be asked to confirm their symptoms using the following resources:

- [Screening questions](#)
  - [Symptoms of COVID-19 - CDC video](#)
  - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
- If students are at school when self-identifying, the health center will be contacted for guidance.
- Students and families that may be demonstrating symptoms of COVID-19 will be encouraged to seek testing and follow current local health department guidelines based on results.
- Family Self Reporting:
  - If a family member with a child at our school (that lives in the same household as the student) begins displaying any of the symptoms related with COVID-19, they will be asked to notify their child's school building immediately, and will be requested to either pick their child up from school (if they are at school) or keep their child at home.
  - Students and families that may be demonstrating symptoms of COVID-19 will be encouraged to seek testing and follow current local health department guidelines based on results. We also encourage our families to inform their school building of their child's test results as soon as they receive them.

### **Communication with Families Regarding Face Coverings:**

- Face coverings are optional.
- Parents are requested to have a conversation with your child(ren) about your expectation to wear or not wear a mask during the school day, since teachers and staff will not be able or expected to monitor if a student is or isn't wearing a mask.
- Quarantining or isolation and individual masking due to positive tests will still be required after reviewing the circumstances and consulting with the local health department.
- Adjustments to the face mask policy might still be made based on CDC recommendations, the local health department, as well as a classroom or school's data.
- [We have also built a website page dedicated to informing families about the importance of face coverings.](#)

### **Communication of Information Regarding COVID**

- **COVID-19 Information**
  - Each week families have been given a wide variety of resources regarding COVID-19 through our ClassDojo school communication platforms. This information is also housed on our UCC School Families Distance Learning website, and includes the following:
    - [COVID-19 Information](#)
    - [Resources for Wearing a Face Mask](#)
    - [Community Resources to Support Families](#)

### **Communication of Information Regarding COVID Protocols and Procedures**

- All protocols and procedures were shared with all school staff, families, and students in an appropriate manner before the school year began.

## Section 4

# School Schedules, Student Cohorts, Training, Monitoring, Screening, and Attendance

### School Start Date:

Our campus opens to students and begins instruction on Wednesday, August 24, 2022. All staff reported to campus for professional development beginning on Monday, August 15, 2022.

### Student Groupings and Cohorts:

Cohort groups will be phased out and students will continue to interact with other students across the school.

Student movement throughout the building will resume following past schedules to restart the various program offerings for a rich academic experience. Social distancing will continue to be emphasized.

### Student Education Regarding COVID:

Each week in the past few years, a wide variety of resources regarding COVID-19 have been shared with families through our ClassDojo school communication platform. This information is also housed on our UCC School Families Distance Learning website, and includes the following:

- [COVID-19 Information](#)
- [COVID-19 Testing](#)
- [Resources for Wearing a Face Mask](#)
- [Community Resources to Support Families](#)

Families have also been given [our initial plan for returning to school](#) in 2020 which reviewed PPE measures and protocols and procedures for ensuring the safety of our school community

### Procedures for Common Gathering Places:

Common gathering areas were reopened at the beginning of the 2021-22 school year and will remain open in the 2022-23 school year.

### Arrival Procedures:

Doors open at 7:30 for entry into each school building. Students will be greeted by staff. Hand sanitizer will be available at each entrance so students can sanitize their hands at entry.

### Dismissal Procedures

Bruce Guadalupe Community School (Elementary) has two dismissal processes for each of the dismissal times, 3:00pm and 4:00pm. At 3pm, the largest dismissal, the school will utilize the Pik My Kid Application for grades 1-5 and web based software to dismiss students.

That process is as follows:

- When parents arrive on campus, they will use the PikMyKid App to indicate they are on campus and ready to pick up their child.
- A notification will be sent to the child's assigned teacher, and the teacher will ask the child to walk to their assigned exit doors to meet their parents.
- Staff will be present in halls to monitor students exiting and ensuring they are moving quickly to their assigned exit.

- Students will wait in line for their parents on assigned markers on the ground to ensure their social distance. When the staff member at the curbside confirms the correct parent/car/keycode arrives to pick up the child, their child will be flagged to go out to their car and leave.
- Students will be “check out” of the PikMyKid app to indicate they have been picked up

For K5 at the 3pm dismissal, parents walk into the building and pick up children from their classrooms.

At 4pm, students are walked out to the curb side by their after school teacher. The teacher waits with students until parents come to pick up the student. There are two dismissal locations. One is on 8th street for students with no siblings at Bruce Guadalupe Middle School, (BGMS) and 9th street for students who have siblings at BGMS.

### **Plan for Supporting ELL, Special Education, and other Students with Special Needs:**

- **Special Education Services In-School:** Students that require special education accommodations will be assigned to classrooms by administrators to ensure quality experiences.
- **English Language Learners In-School:** Students that require accommodations will be assigned to classrooms by administrators to ensure quality experiences. ELL staff will prioritize students with the highest level of needs, and support classroom teachers with providing support and accommodations for students with less needs in their classroom environments.
- **Guidance Students:** Guidance staff will prioritize students with the greatest need of counseling and support, and allocate their time each day to support those students.
- **Other special needs:** Students with additional needs have plans developed by the principal/appropriate staff and shared with the family.

### **Methodology for Recording and Tracking Staff and Student Absences, Illness, Symptoms, and Contacts:**

- All UCC school buildings will track student absences within Skyward (SIS), and will provide a comment with the absence record if the absence is COVID related, or related to another non-COVID illness
- All staff absences will be tracked by each school office and within our Paycom system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.
- If students have been ill: after being symptom free, fever free for 24 hours (without fever or symptom reducing meds within the previous 24 hours), students will be allowed to rejoin the in-person school environment in accordance to the UCC school illness policies and School Safety Plan.
- Staff are only allowed to work on site at our school campus, and their attendance each day is expected unless they utilize their personal days for time off, or need to quarantine.

## *Section 5*

# **Maintaining Healthy Environments: Infection Prevention and Control and Personal Protective Equipment (PPE)**

### **Student Mask Expectations:**

Students' masks will be optional, unless returning from isolation for COVID.

### **Student Movement and Transitions:**

Building administrators and staff will designate the route / flow of students walking in the hallways.

### **Student Groupings and Group Activities:**

After school activities, clubs, or sports were restarted in August 2022. Beginning in early spring 2022 in-person off-campus field trips restarted. Band groups and string groups regathered, with in-person concerts offered in spring 2022.

### **Monitoring Supply of PPE:**

Teachers in individual classrooms will monitor hand sanitizer, disposable masks, disinfecting wipes, gloves, face shields if used, and communicate any shortages to their school office staff at the end of each week through a Google Form for each building. Administrative assistants will be responsible for keeping a surplus supply of PPE and clearing supplies available in their school office, and will contact UCC when reordering needs to occur and at least 2 weeks before their building is out of all supplies to provide for time for any shipping delays due to shortages.

### **Collaboration with the City of Milwaukee Health Department Regarding PPE Needs:**

Our UCC schools will communicate with the City of Milwaukee Health Department if and when acquiring PPE becomes problematic or challenging.

### **PPE Shortages and Plan for Resolving Shortage of Supplies:**

Administrative assistants will be responsible for keeping a surplus supply of PPE and cleaning supplies available in their school office, and will contact UCC when reordering needs to occur and at least 2 weeks before their building is out of all supplies to provide for time for any shipping delays due to shortages. Our goal is to always have a large stock of PPE and cleaning materials available, and when we have less than 2 weeks of supplies in stock for all staff and students, we will reorder supplies. If supplies are unavailable or out of stock, we will contact the Milwaukee Health Department, DPI or Department of Health Services regarding this for support.

### **Cleaning of Classroom and School Environments:**

Throughout the day classrooms will be wiped down by staff and students. Maintenance will deep clean every building with disinfectants every evening after 4:30.

### **Cleaning of High-Touch Surfaces:**

Additional cleaning crew has been hired. Each building has a crew that will rotate through the building regularly to clean high touch surfaces such as door knobs, bathrooms, office space, and sinks. At the end of each day, the cleaning crew will deep clean using spray in each room.

### **Cleaning Products Utilized:**

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Our United Community Center agency purchases high quality cleaning supplies to ensure the cleanliness of all our facilities.

- Fast and easy hard surface/glass cleaner
- Pure Hard surface cleaner
- 64H neutral disinfectant cleaner/mix with water
- Clean cut disinfectant wipes
- Clean home disinfectant spray
- Steriphene II disinfectant deodorant spray
- Sani professional sanitizing wipes

**HVAC Assessment:**

Maintenance staff replaced filters within all of the buildings. Filters will be monitored and replaced as needed. We have installed UV-filters within our HVAC system to better manage the virus across all school buildings.

## *Section 6*

# **Maintaining Healthy Operations: Building Visitors and Physical Distancing and Personal Protection Protocols**

### **Restrictions for Visitors:**

Visitors will be welcomed back into our buildings, based on coordination with the administrators/principals.

### **Traffic Routes Inside of Classrooms:**

Inside of the classroom, teachers will be asked to designate pathways for students to enter and leave the classroom, if needed.

### **Traffic Routes Outside of Classrooms:**

Teachers will have procedures for movement within the school based on the needs of the students.

### **Recreational Activities and Sports:**

All after-school sports, clubs, and activities that were canceled in '20-21 have resumed during the '21-22 school year and will continue '22-23.

### **Transportation Rules:**

Students are dropped off or picked up by families, or walk home. There are no school buses or public transportation utilized.

## Section 7

# Staff Attendance Policies, Education, Monitoring, and Screening

### Staff Remote Work Options and Alignment with State and Federal Requirements:

All school staff are required to report to their assigned school building if teaching virtually or in person. Whether students are present and learning on campus or learning remotely from home, staff will teach on campus.

### Staff Education on COVID-19:

Our HR department has provided [training videos](#) and resource materials to review the protocols for COVID.

- [COVID-19 Procedures Presentation](#)
- [Infectious Disease Control Policy](#)

### Monitoring Staff Absences:

- All staff absences will be tracked by each school office and within our Paycom system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.

### Plan for Staff Shortages:

- With any number of staff absences, we will evaluate our ability to operate and safely monitor and distance students, while also providing for an appropriate student to staff ratio.