



CAMPBELL COUNTY SCHOOL DISTRICT #1 REOPENING PLAN

Campbell County School District Reopening Task Force Members:

- Alex Ayers, Superintendent
- Kirby Eisenhauer, Deputy Superintendent
- Dennis Holmes, Associate Superintendent for Instructional Support
- Larry Reznicek, Human Resources Manager
- Brian Knox, Director of Technology
- Kip Farnum, Director of Student Support Services
- Brandon Crosby, Director of Curriculum, Assessment, and Staff Development
- Richard Danforth, Director of Special Services
- Keith Chrans, Director of Transportation
- Bryan Young, Director of Nutrition Services
- Michelle Heitmann, Wellness and Safety Manager
- Terry Quinn, High School Principal
- Dana Lyman, Junior High School Principal
- Eric Stremcha, Elementary School Principal
- Brad Gregorich, Elementary School Principal
- Meldene Goehring, Administrative Assistant to the Superintendent and Secretary to the Board

Meeting Times: Weekly on Tuesdays

Consultants/Advisors

Campbell County Public Health and Wyoming Department of Health:

- Alexia Harrist M.D. – Wyoming Department of Health, State Health Officer
- Kirtikumar L. Patel M.D. – Campbell County Public Health Officer
- Jane Glaser, MSN RN APHN-BC – Campbell County Public Health Executive Director

TABLE OF CONTENTS

Overview	3
Communication	3
Instruction Delivery	4
Scenarios	5
Safety Protocols	8
Facilities and Sanitation	10
Curriculum and Technology	11
Special Education	13
Transportation	15
Nutrition Services	16
Individual Buildings	18
Counseling and Other Services	19
Activities	20
Human Resources	22
Appendix “A” - Glossary of Terms	24

Overview:

As you are aware, COVID-19 caused a disruption of the spring semester of the 2019-20 school term. Campbell County School District (CCSD) was forced to alter the delivery method used to serve our students. An [Adapted Learning Plan](#) was implemented to continue to meet the educational needs of CCSD students. CCSD continues the commitment to delivering the highest quality education possible. CCSD is equally dedicated to the health of staff, students, and stakeholders. CCSD's [Strategic Plan](#) is a reflection of the priorities of the district. The two goals (1. Student Achievement, 2. Student/Staff Well-Being) will drive the work to reopen our schools in the fall. A task force has been established to develop a comprehensive plan to identify the most appropriate methods for serving our students during the COVID-19 pandemic. In order for the plan to be in compliance, the CCSD task force will incorporate all necessary requirements of the Governor of Wyoming, Wyoming Department of Education, and Wyoming Department of Health. In addition, the CCSD task force will also consider recommendations of the Center of Disease Control (CDC). The [CDC School Decision Tool](#) will be utilized to determine the readiness of CCSD to reopen schools. Finally, due to the unknown and fluid nature of COVID-19, the CCSD reopening plan will be designed to address several scenarios that may cause CCSD to adjust delivery throughout the 2020-21 school year. ***This plan is subject to revision.***

Communication:

CCSD recognizes effective communication as a core value. The success of the reopening plan is dependent on frequent two way communication between CCSD and stakeholders. CCSD will strive to provide adequate notice of any changes to this plan, but it is possible situations may develop that require CCSD to take action with short notice. To ensure information is delivered in a timely manner, multiple, overlapping systems will be utilized which may including the following:

- email
- text messaging
- phone messages
- communication apps.
- social media
- websites
- video media
- local media (radio, newsprint)
- newsletters
- on-site signage

CCSD will utilize the district website www.ccsd.k12.wy.us as the primary location for storing relevant information. Information specific to individual schools or departments will be linked to their respective websites. CCSD will maintain consistent communication with governing agencies to apply any changes impacting the reopening plan. Parents, students, and staff are expected to communicate any changes in health related to symptoms of COVID-19. In addition to the methods above, CCSD will continue to maintain trust and transparency through active engagement with parents and stakeholders. Surveys and personal contact from individual schools will be used in shaping the plan throughout the school term. Parents are encouraged to provide additional feedback related to the effectiveness of the reopening plan. Opportunities for comment are available at both the district and school level. A list of key terms and definitions can be found at the end of this document.

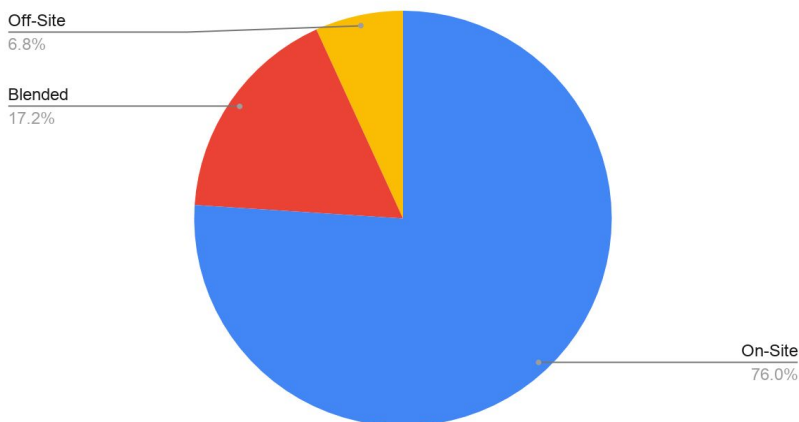
Instruction Delivery:

The CCSD task force has identified three viable delivery models; On-Site (Tier I), Blended (Tier II), and Off-Site (Tier III). Definitions include:

- **On-Site (Tier I)** - School will start as close to normal as possible. Students will attend school daily and on-site. Additional precautions will be in place to limit exposure, including screening, increased frequency of cleaning and disinfecting, new methods of sanitation, and measures of social distancing where possible. Social distancing recommendations may impact areas such as transportation, field trips, lunch, and recess.
- **Blended (Tier II)** - School will consist of a mixture of on-site delivery (2-3 days per week) and off-site delivery. This schedule will be necessary in the event restrictions limit the number of students allowed to attend on-site.
- **Off-Site (Tier III)** - Students will receive instruction at home. This schedule will closely resemble the schedule used to complete the 2019-20 school term. The district will provide technology resources to streamline off-site learning. Instruction will be delivered through several methods, including: live/recorded presentations, communication applications, collaborative lessons, threaded discussions, hands-on activities, learning packets, flipped lessons, independent projects, and telephonic communication. Materials will be delivered/received using district transportation. Meals will be provided for pick up at certain locations.

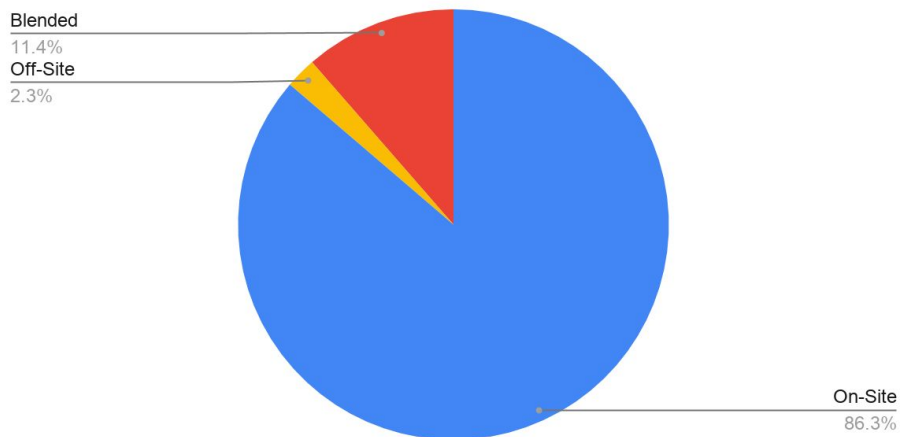
Stakeholder input is an important factor in shaping the delivery plan for the fall of 2020. A [survey](#) was utilized to gain an understanding of the preferences and opinions of CCSD parents. The survey revealed a majority of parents (76.1%) desire their students to begin the school year **On-Site**. The survey generated strong interest, with 4,318 respondents, of those 1,244 provided comments. Over ninety percent of the comments support opening the 2020-21 school term **On-Site**.

Count of Please select your preferred delivery method.



A [Survey](#) of CCSD staff identified **On-Site** delivery as the most effective method to educate students. Eighty six percent of staff believe they are most effective in the classroom with their students. Many of the staff comments indicated the need for on-site delivery to maximize the academic potential of their students.

Count of Please identify the delivery method you feel is most effective



After consideration of stakeholder input and current health recommendations, CCSD is moving forward with a plan to begin the 2020-21 school term **On-Site**. In addition, as recommended, CCSD will also be prepared for scenarios that may limit the number of students allowed to be on-site (**Blended**) or if schools must be closed (**Off-Site**).

Scenarios:

1. **A student or staff member develops a verified diagnosis of COVID-19.** The individual will be quarantined at home for a period of time, based on requirements from Campbell County Public Health. Students and staff members who came into close contact with the positive case may be quarantined as directed by the local health department. The school/facility may be temporarily or partially closed at the discretion of state or local public health order to sanitize the building, while public health conducts contact tracing. Students impacted by the closure will receive **Off-Site** delivery. Unaffected schools will remain open.
2. **A public health order limits the number of students who can occupy a facility.** Students will receive instruction through **Blended** delivery. Each student's schedule will be adjusted to accommodate the order, while maximizing the amount of time spent on-site. This may include students attending school on-site on an alternating basis.
3. **A statewide order is issued closing all district schools.** All on-site programs and activities will be suspended. Students will receive instruction **Off-Site** through the district's adapted learning plan.
4. **A student who has a health compromising condition or parents who are concerned with their student attending school on-site due to COVID-19.** Students

will have alternative options to receive instruction through virtual education. Please see the description and flowchart below explaining the process. Options differ for elementary and secondary students.

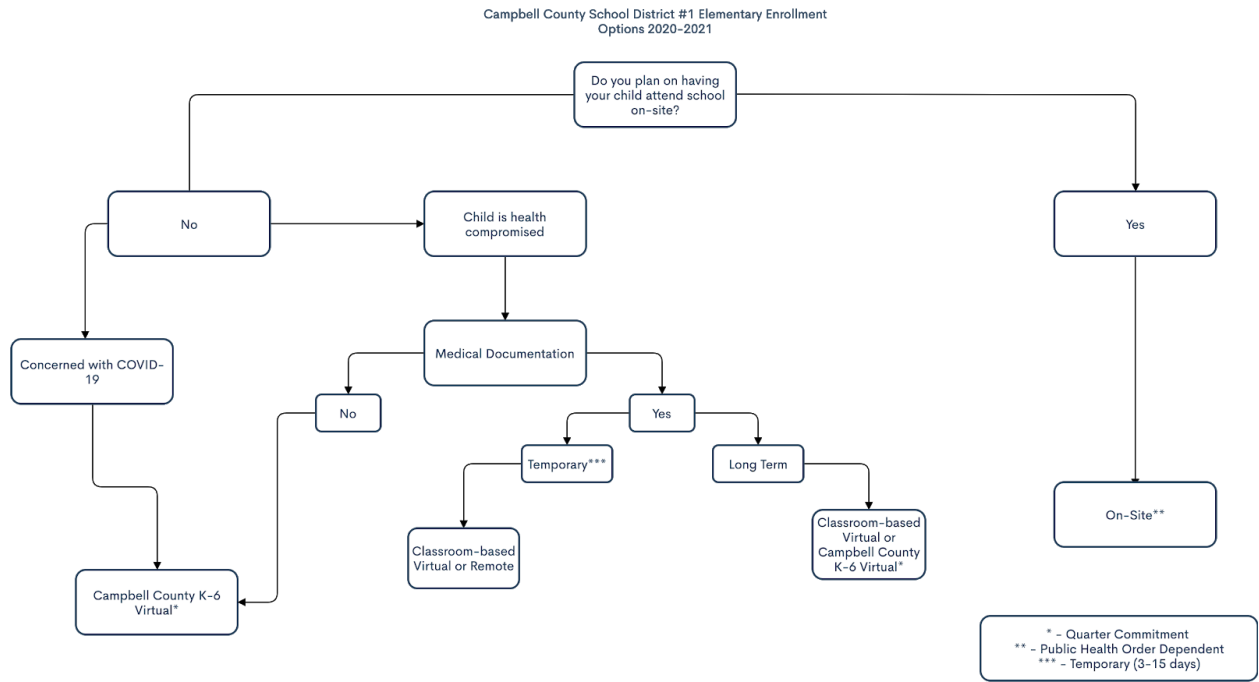
- **On-Site** - Traditional school setting with additional safety precautions in place. Students are attending in person each day. Instruction will occur in classrooms as designed. This delivery has been identified by staff and parents as the most effective instructional method.
- **Remote Education** - Classes will be delivered by a teacher who is located in the physical classroom with some students present. Instruction is provided remotely (simultaneous) for students not in the classroom. Students that fit into this category are those who may be placed in quarantine or absent for a short period of time, no longer than 15 days. Medical documentation may be required.
- **Classroom-Based Virtual Education (CBV)** - Classes will be delivered synchronously (livestream of classroom) or asynchronously (recorded) by a teacher. Students who fit into this category are those who have a documented health concern. In this setting the teacher, if quarantined, could be teaching from outside the classroom and a substitute teacher would supervise the classroom.
- **Non-Classroom Virtual (Grades 7-12)** - Classes will be offered mostly asynchronous. Students who fit into this category are those who have a concern related to COVID-19 that is not medically documented. Students will be required to commit for a minimum of one quarter.
- **Virtual School (Grades K-6 ONLY)** - Rigorous instruction, delivered by the instructional coach (parent), that is completed 100% virtually. A virtual teacher is available to provide support to students in an intervention type setting. Students enrolling in virtual school will be required to commit for a minimum of one quarter.

Students opting for the Non-Classroom Virtual track may be limited in their course choices. This track could create implications for NCAA requirements and Hathaway Scholarship eligibility.

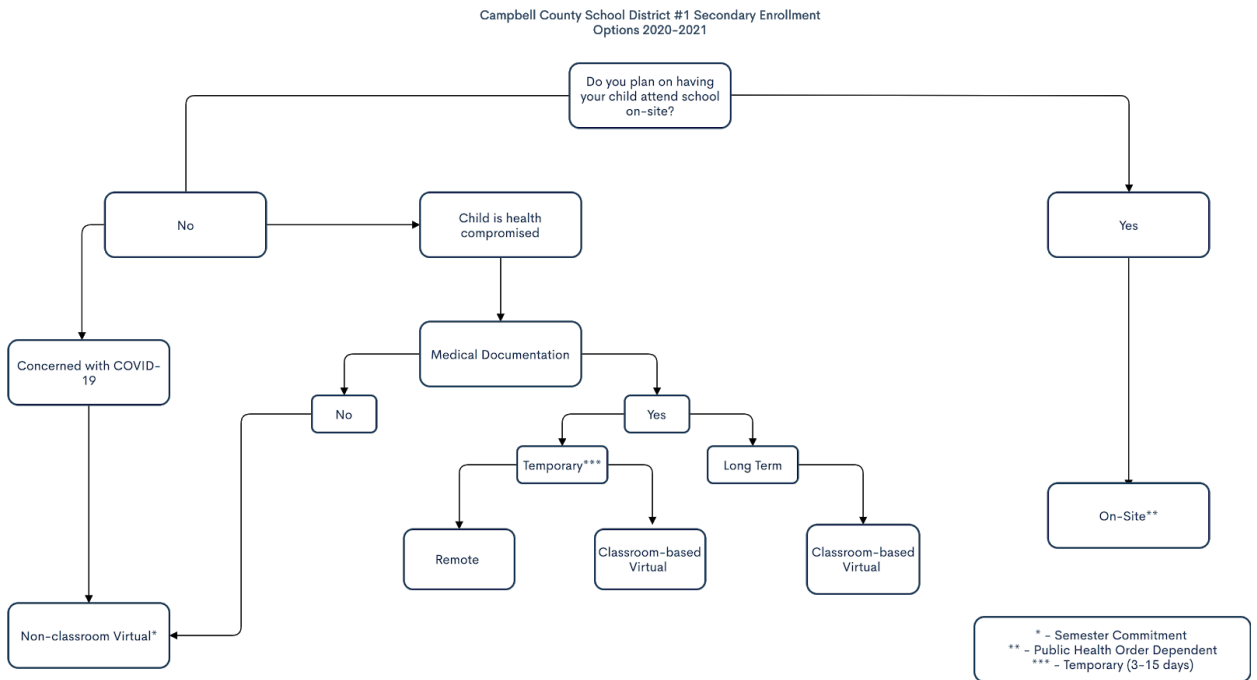
Participation in non-sanctioned activities may not be available to students opting for Non-Classroom Virtual. The reason a student is staying home is most often to limit exposure to other students in a school setting.....and participation in athletics/activities is a very similar level of exposure risk.

Some classes, at the high school level, would require Odyssey participation.

Elementary Flowchart



Secondary Flowchart



Safety Protocols (Tier I and Tier II):

In preparation for students and staff returning to our facilities several new safety protocols and practices will be implemented to limit the risk of exposure to COVID-19. Students with extenuating health or medical conditions should consult with their school nurse.

Before Arriving at School

The district encourages parents to be alert for signs of illness in their children and to keep them home when they are sick. Persons who arrive at school with any of the following symptoms will be asked to go to the symptomatic screening room:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Fatigue
- Muscle or Body Aches
- Sore Throat
- Headache
- Congestion or Runny Nose
- New Loss of Taste or Smell
- Nausea or Vomiting
- Diarrhea

Upon Arriving at School

- When a student enters the school building, he or she will be asked by school staff to go directly to their classroom.
- Staff will direct the student to wash their hands, if possible, or use hand sanitizer before going to their desk. Students will be reminded at the end of the period to wash their hands or use sanitizer between each class.
- Staff will begin the screening process by reviewing with students the COVID-19 symptom chart (see list above).
- If students identify as symptomatic, they will be sent to the nurse's office.

Temperature Checks

Temperatures of students and staff will be taken at the start of each school/work day, pending the availability of infrared thermometers and availability of staff.

Social Distancing

The most protective method incorporates social distancing (maintaining 6 feet of distance from others) to eliminate or minimize exposures due to close contact with a child who may or may not have symptoms during screening. This precaution will be utilized when feasible.

Face Coverings

Per Governor Gordon's current health orders, face coverings shall be worn in areas where 6 foot distancing cannot be maintained. CCSD will continue to monitor any future directives regarding use of face coverings and will make adjustments as required.

General Hygiene Practices

Nurses, teachers and staff will support student learning regarding hygiene and COVID-19. Teaching will include, but may not be limited to:

- Proper handwashing
- Cover coughs/sneezes (elbow, tissue)
- Staying home when ill.

Students/Staff Who Exhibit COVID-19 Symptoms During Screening or the School Day

- **Students and staff who exhibit COVID-19 symptoms will be required to go home.**
- School administration will designate a space to separate those exhibiting symptoms from others until a parent arrives.
 - This designated space, which can be a room or tent, will be referred to as the Symptomatic Screening Room.
 - Access will be controlled to the Symptomatic Screening Room.
 - The Symptomatic Screening Room can be utilized for more than one symptomatic student at a time as long as social distancing can be maintained.
 - In the case of multiple students presenting with symptoms, contingency plans for additional Symptomatic Screening Rooms will be in place.
- When a student is sent from class to the Symptomatic Screening Room due to COVID-19 symptoms, he or she will be required to wear a mask which will be supplied by the teacher. If the student is unable to wear a mask for respiratory reasons, a tissue will be used to cover the mouth.
- If a student does not have a mask supplied by the classroom teacher, the school nurse will provide a mask for the student, isolate the student, if possible, and assure the student is kept under supervision to avoid exposing others.
- When a student is exhibiting signs of illness, the school nurse will wear appropriate personal protective equipment (PPE) (which includes eye cover, face shields, procedure masks, etc.) during temperature checks and other contact with the student.
- Students with COVID-19 symptoms will be placed in the Symptomatic Screening Room with the door closed. They will have access to a dedicated bathroom, if feasible.
- Anyone entering Symptomatic Screening Rooms must use appropriate PPE (eye covers, face shield, procedure mask, etc.).
- Parents/guardians of symptomatic students are to be notified immediately of their child's status.
 - Parents/guardians must pick up their ill child **as soon as possible** after being notified.
 - Parents/guardians need to have a plan for getting their child picked up from school quickly when they are ill with COVID-19 symptoms.
- Affected staff or students will wear a facemask to contain germs while in the Symptomatic Screening Room.
- Once the Symptomatic Screening Room has been vacated, it will be well ventilated for 30 minutes before entering and sanitizing.
- CCSD will follow the Wyoming Department of Health and Campbell County Public Health department guidelines for students and staff excluded for COVID-19 symptoms which may require them to miss ten days or more of school.

Monitoring and Reporting

- CCSD requires that parents report a COVID-19 diagnosis to the school nurse.
- CCSD staff will report a positive COVID-19 diagnosis to the Human Resources Office.

- Campbell County Public Health will notify the school nurse of students testing positive for COVID-19, and will monitor ill students in order to determine when they may return to school.
- Campbell County Public Health will notify Human Resources of staff testing positive for COVID-19, and will monitor ill staff in order to determine when they may return to work.
- Campbell County Public Health will perform contact tracing. Schools will collaborate with Campbell County Public Health for tracking.
- CCSD will follow Campbell County Public Health guidance for re-entry.

Safety Protocols (Tier III):

- CCSD will comply with any public health recommendations regarding cleaning of facilities.
- CCSD staff in the building will be provided PPE as requested.
- CCSD staff and employees in buildings will adhere to current health department guidelines in regard to social distancing and PPE.
- CCSD will operate under the provisions of the approved district adapted learning plan.

Facilities and Sanitation (Tier I and Tier II):

Cleaning and Sanitizing Protocol

Campbell County School District is dedicated to a safe and clean learning environment for students and staff. CCSD has invested in personnel and equipment to maximize these efforts. All cleaning procedures comply with state and federal guidelines and Public Health recommendations regarding cleaning facilities.

- **Sanitizing Personnel:** Twenty additional sanitizing personnel will be hired to accommodate the disinfection of high touch areas during the school day (handrails, sinks, counter tops, door knobs, lockers, water fountains, etc).
- **Electrostatic Spraying:** Electrostatic spraying is the process of spraying an electrostatically charged mist onto surfaces and objects. The spray contains particles that are charged, which allows the mist to aggressively adhere/cling to surfaces and objects. This process will help with awkward shaped objects and hard to reach places. Once the spray has reached the surface, it will disinfect the area.
- **Fogging:** Wet fogging produces a fine mist, with particles so small they remain suspended in the air long enough to kill airborne viruses and bacteria. These particles will also disinfect ceilings, walls, furniture, and floors. This process of sanitizing is rapid and efficient, and will help with hard to reach areas.
- **Ultraviolet Germicidal Lighting (UV-C):** This disinfection method uses ultraviolet light to kill or inactivate viruses and bacteria. UV-C disinfection is commonly used in the medical field due to its efficacy.
- **Sneeze Guards at Reception Areas:** Plexiglass shields will be installed in certain areas to provide safety barriers to prevent possible air droplets carrying viruses and bacteria.

Cleaning Procedures During the School Day will focus on these high traffic areas.

- ✓ libraries
- ✓ gymnasiums
- ✓ STEM labs

- ✓ computer labs
- ✓ lunchrooms/commons
- ✓ bathrooms/locker rooms
- ✓ playground equipment

Teacher/Aide Cleaning Procedures: Every effort will be made to clean classrooms during transition periods.

Cleaning Procedures After the School Day will focus on these areas:

- Each classroom will be fogged on a rotational basis, to be established by the building based on the number of classrooms and custodial schedules.
- Electrostatic sprayers will be used in classrooms during their non-fogging days, nurse areas, and training rooms.
- UV-C lights will be used in tech rooms, nurse areas, and training rooms, as available.
- Routine custodial cleaning will focus on these areas after the school day.
 - ✓ bathrooms
 - ✓ classrooms
 - ✓ floors/carpets

Sanitation of Symptomatic Screening Rooms

- All cleaning procedures will comply with Public Health recommendations for cleaning facilities following an exposure.
- Custodial staff will be required to wear a mask/face covering, eye covering and gloves upon entering.
- Custodial staff will fog the room, and leave it for 30 minutes.
 - If available, a UV-C mobile unit could be used instead of fog.
 - The UVC mobile unit will require 30 minutes to disinfect.
- Custodial staff will re-enter and wipe down all surfaces with a standard chemical.
- After surface cleaning, the room will be ready for entry.

Facility Entry

Upon entry into a building or facility, hand sanitizer stations will be available. All schools and educational buildings will have signage referencing COVID-19.

Based on Wyoming Department of Education recommendations and in order to ensure the greatest safety for all of our students, non-essential visitation by the general public will be limited. Entry will require credentials necessary for the Raptor system.

Facilities and Sanitation (Tier III):

- CCSD will comply with any public health recommendations regarding clearing of facilities.
- CCSD will operate under the provisions of the approved district adapted learning plan.

Curriculum and Technology (Tier I and Tier II):

Instruction will occur in accordance with state or local public health directives or orders. High quality standards-based instruction will occur for all students. Classroom teachers will communicate instruction methods or changes with parents/guardians during Tier II or Tier III.

CCSD will provide synchronous instruction during Tier II and Tier III phases or for students who do not qualify for homebound instruction. CCSD will continue to operate with all current policies in regards to instruction and attendance.

Learning Management System

- Campbell County School District will implement a new Learning Management System (LMS) for the 2020/21 school year. Schoology, the new LMS, will serve as the system to support learning, both in the classroom and off-site. It will provide access to the district curriculum and assessments for students and staff. Implementation of Schoology will be supported by five days of staff professional development from PowerSchool in late July and early August, focused on creating a train the trainer system of support:
 - Day 1: Elementary Teacher Teams (Lead Teacher and Instructional Facilitator from each building)
 - Day 2: Secondary Teacher Teams (Lead Teacher Teams of 3 and Instructional Facilitator from each building)
 - Day 3: Curriculum facilitators and staff development specialists
 - Day 4: Technology facilitators
 - Day 5: Administration
- Lead Teachers will work with Building Teams to provide professional development (PD) at the building level during teacher professional days August 17 - 21.
- Resources will be made available to families on utilizing the LMS.
- Ongoing PD will occur as needed at the building level during Professional Learning Communities (PLCs) and professional development days.
- Curriculum facilitators and staff development specialists will work within buildings to support implementation.

Devices

- CCSD will start off the school year utilizing our current inventory to meet the needs of the instruction of the individual students and classrooms. Most elementary schools have enough devices for students within the buildings. Secondary schools currently are in Phase 2 of 4 with district purchased chromebooks, along with other computer labs. Staff have devices that were originally purchased by the buildings' technology committee. The device systems vary from building to building and classroom to classroom.
- The State of Wyoming gave the go ahead the week of July 6th for the district to use the CARES funds. These funds will allow the district to purchase enough devices to make sure all students have a current device to meet the requirements of the classrooms with the Learning Management System. Elementary students will be provided a Gen 7 iPad with case and secondary students will have a Chromebook with case. All Certified staff will have a new MacBook Pro to utilize with their classroom instruction. Buildings will be able to use their other technology resources for support staff.
- Additional resources will be continuously explored to provide the appropriate learning environment for students and the instructional classroom.
- Schools will communicate with families on connectivity at residences.
- Schools provide links to the building's technology facilitator to provide tech assistance with families along with district technology support.

Professional Development

- Curriculum facilitators and staff development specialists will support teachers K-12 with implementation of Schoology during all staff PD the week of Aug. 17. In addition building teams will have time to support classroom teachers at the building level.
- Instructional facilitators and lead teachers will provide seven hours of professional development to all certified staff on the implementation of Schoology. This LMS will support teaching and learning in the virtual setting as well as on site. Staff will sign in for this training.
- Technology facilitators, curriculum facilitators and staff development specialists will provide PD classes throughout the year with micro badging, action labs, and professional development courses at both the building and district level. Professional development will be offered both online and in person complying with public health guidelines.
- The curriculum office and professional development specialists will support teachers and administration during the 2020/21 school year on assessing students learning progress and loss, intervention programs and services, and by providing information on testing, grading, and accountability.

Assessment

- The Curriculum and Technology departments will work collaboratively to develop options for assessments to be given virtually. This can include Fastbridge screening, WYTOPP modulars, District CIAs, and DSPAs.
- Schools will determine student learning gaps and provide appropriate interventions through daily classroom instructions, building intervention responses programs and extended learning opportunities.
- CCSD will utilize 2019 WYTOPP summative data, as well as 2019 fall and 2020 winter WYTOPP interim and modular data, to analyze student's learning. CCSD will utilize Fastbridge screening data in grades K-12 to form and implement interventions both at Tier 2 and Tier 3 instruction.

High School Dual/Concurrent Courses

CCSD has a strong relationship with Gillette Community College. Concurrent courses will continue to be taught by qualified CCSD staff members. If necessary, classes may move to Tier II or Tier III delivery. Students enrolled in Dual enrollment courses will utilize the Gillette Community College format which may include instruction on-site or virtually, depending on the course.

Curriculum/Technology (Tier III):

- CCSD will implement an adapted learning plan when state or local public health directives or orders require schools to close.
- CCSD will operate under the provisions of the approved district adapted learning plan.

Special Education:

As per Federal and State law, each student identified with a disability will continue to have an Individual Education Plan (IEP) designed to meet the student's educational needs as per Free and Appropriate Public Education (FAPE) and Least Restrictive Environment (LRE) federal requirements. During the reopening process, CCSD will continue the implementation and

provision of the student's IEP services and programming. CCSD will continue to facilitate parent involvement through the IEP and formalized amendment process and ensure communication through Prior Written Notice.

To best ensure the safety of both students and staff while providing FAPE, CCSD will educate students on IEPs in the LRE while employing a three level Personal Safety formula to determine the appropriate measures of student safety support.

Levels of Personal Safety Support

- Level 1 – Students on an IEP in Level 1 will receive appropriate instruction and/or support while maintaining expected safety standards such as adequate social distancing, dependably and without intervention, within the same parameters and guidelines as the students' regular education peers.
- Level 2 – For students who require support or programming in a proximity closer than six feet range for short time periods throughout the day, staff will utilize Personal Protective Equipment (PPE). This does not need to be throughout the entire school day, but at times of the day when a student receives a particular service such as Speech and Occupational Therapy, or direct instruction from staff.
- Level 3 – For students who may receive a higher frequency of services throughout the day and/or whose personal contact may be unpredictable and/or more intense, the use of additional procedures and PPE may be implemented. This would include but not be limited to students who may require feeding, toileting, more hands on therapy situations as well as in-class support and those students whose behavior may require proximity. Due to the uniqueness, duration and sometimes intensity of students whose programming falls within Level 3, to better ensure the safety of both students and staff, more thorough and daily health screenings, including the taking of the student's temperature, may be conducted throughout each day. Students whose health is at greater risk, may also fall under a Level 3 designation.

Staff training and training reviews will be conducted to ensure safety measures are implemented and maintained throughout the school year.

For each student on an IEP, a variety of areas for determining appropriate PPE for the needed programming tools will be considered. Considerations include but are not limited to: desktop plexiglass shields, face shields as well as see-through masks for staff such as Speech Therapists/Teachers of the Deaf who work closely with students on language therapy and work closely with students working on oral motor functioning. Additional considerations include those students who may require closer personal contact for either therapy sessions or academic support. Examples of this may include an Occupational Therapist who is working more hands-on with a student, or a para-educator who needs to sit near a student in a classroom to support a student working on a classroom assignment.

Individualized Education Plan (IEP) Meeting Recommendations:

- On-Site
 - On-site meeting participants will follow building safety protocols.
 - Meetings will make use of large spaces to maintain social distancing recommendations.

- Masks will be worn as determined by the state and local health officials if social distancing recommendations cannot be maintained.
- All adults in attendance will have their own pen and draft copy of the IEP or the IEP will be projected.
- Hand sanitizer will be made available.
- Off-Site
 - Video conferencing will be utilized to host the meeting.
 - Case Managers will track participation through screen shots of participant lists.
 - Case managers will mail or email IEP to parents to sign and return.

Delivery of Specialized Instruction and Parent Communication Recommendations

Specialized instruction and service delivery will continue to be addressed through the IEP. As part of the COVID reopening plan, when future IEP anniversaries occur, IEP teams will consider the possibility of delivering services outside the traditional school setting in the event of a future school shutdown. If the IEP team determines services need to be adjusted in a shutdown, such adjustments will be addressed as part of the IEP. This will include primary services as well as related services and will include, but not be limited to the utilization of on-line, remote, and/or blended learning opportunities. If adjustments to student programming are made, CCSD will communicate and work with parents in regards to the nuances of those adjustments. If IEP adjustments extend longer than ten days, CCSD will formalize the adjusted delivery of services with Prior Written Notice (PWN) to the parents.

CCSD students, who are private or home school students, or access virtual instruction through the district, and who are identified with a disability, have access to IEP services as per Federal law. Those IEP services will be generated through the student's attendance area school. Though off-site delivery options will be considered on an individual basis, typically students will coordinate a time to receive IEP services at the student's attendance area school. For those students with a verified health concern, CCSD may serve students off-site through blended, virtual and/or adapted learning opportunities. In these situations, each student's IEP programming will be considered on an individual basis and through an IEP determination.

Transportation (Tier I and Tier II):

CCSD is committed to providing safe and reliable transportation for students to schools. Transportation staff will receive training to ensure a safe and protective environment while transporting students. Transportation will work in partnership with WDE, state and local health departments to meet COVID-19 requirements.

Bus Routing and Student Protection

- Prior to scheduling, parents will be contacted about COVID-19 busing procedures and recommendations.
- Parents should screen their students daily for COVID-19 symptoms prior to sending their children to the bus stop.
- Social distancing or face coverings is recommended at bus stops.
- Social distancing will be maintained on buses when feasible. Students will load back to front and unload front to back. Assigned seating will be utilized as needed.

- Sneeze guards may be installed between seats as needed.
- When social distancing (or sneeze guards) on the bus is not feasible, face coverings should be worn, to the greatest extent possible.
- Open windows and roof vents will be utilized when practicable to maximize air flow.
- Students from the same household may be seated together.
- If a student exhibits or reports signs of sickness, they will be required to put on a mask and move to an isolated seat (if available). Transportation will return the student home, contact parents for pick up, or contact school prior to bus arrival.

Employee Protection

- Employees will receive training prior to performing transportation duties.
- All transportation employees will be required to follow district COVID-19 health procedures.
- Bus drivers and assistants within six feet of students or staff for over 10 minutes should wear face coverings to the greatest extent possible.

Bus Sanitation

- Buses will be sanitized after each route or event.
- Buses will be fogged with sanitizer on a rotational basis.
- Buses will be equipped with hand sanitizer, wipes, tissues, and trash cans.
- Buses will have safety and sanitizing recommendations posted.

Activities and Field Trips

School based activity practices and guidelines will be used when transporting students.

Transportation (Tier III):

CCSD will operate under the provisions of the approved adapted learning plan.

Nutrition Services (Tier I):

During working hours nutrition services staff will operate in a manner that maximizes the use of face coverings and social distancing .When social distancing is not feasible, staff will follow personal protective equipment (PPE) guidelines set by our district or local and state health departments. Cleaning and sanitation protocols will meet or exceed USDA, state health department, and federal food service guidelines. Self serve options will not be available for students at any site.

Elementary Breakfast

- Grab and go stations with pre-bagged meals will be set up at school entrance points.
- Students wanting breakfast will take a bag to their classroom for consumption once screening is complete. The meal will be entree, one serving of fruit, and milk.
- Nutrition staff or school staff will record students' names and give information to office staff for meals to be entered; or have point of sale computers set up at grab and go stations to charge students as they take a breakfast. Students will not use point of sale pin pads to start the year.

- Breakfast in the classroom will operate the same as previous school years.
 - Totes with breakfasts will be delivered to classrooms before students arrive.
 - Classroom teachers will hand out meal components to students.
 - Rosters of students who ate breakfast will be turned into office staff to be charged.

Elementary Lunch - Cafeteria

- Nutrition Services will receive a total meal count for each school after attendance is taken.
- Students will come to the serving window and place their lunch card in a basket.
 - Tape will be placed on the floor to show 6 feet distance heading towards the service window.
 - Students will receive a pre-packaged lunch from nutrition staff.
 - The meal will be an entrée, occasional side, one serving of fruit, one serving of vegetables, and milk.
 - Meals will be charged by school staff either during or after lunch.

Elementary Lunch - Classroom

- A meal count for each classroom where students are eating will be given to nutrition staff.
- Totes with pre-packaged lunches will be delivered to classrooms either by nutrition staff or with help from school staff and students.
- The meal will be an entrée, occasional side, one serving fruit, one serving of vegetables, and milk.
 - Classrooms can have extra fruit or vegetable components on hand to keep with the district's offerings of unlimited fruits and vegetables.
 - Additional offerings will be individually packaged.
- Rosters of students who ate lunch will be turned into office staff to be charged.
- Nutrition staff will collect totes from classrooms.

Secondary Breakfast

- Grab and go stations with pre-bagged meals will be set up at school entrance points.
 - Students will scan their student ID and take pre-packaged meals to their classroom for consumption once screening is complete.
 - Nutrition staff will operate point of sale computers to charge students.

Secondary Lunch Cafeteria

- Serving lines/stations can be rearranged to social distance with two serving lines at each secondary school.
- Students will scan school ID at point of sale and receive pre-bagged lunch.
 - The meal will be an entrée, side, one serving of fruit, one serving of vegetables, and milk.
 - All meals will be pre-packaged and offered complete.
 - A la Carte and super meals will not be offered at the start of year.

Secondary Lunch Classroom

- A meal count for each classroom where students are eating will be given to nutrition staff.

- During first period, teachers will use scanners or laptop computers to enter students who want lunch.
- Meals can be delivered to classrooms.
- Meals will be an entrée, occasional side, one serving of fruit, one servings of vegetables, and milk.
 - All meals served will be complete in a bag or a hinged lid container for possible hot items.
 - Classrooms can have extra fruit or vegetable components on hand to keep with the district's offerings of unlimited fruits and vegetables.
 - Meals offered to students in the classroom will be consistent with meals offered in the cafeteria.
- Meals for students who have eaten in the classroom will be charged by building nutrition staff, or the process of collecting meal count in the morning will charge students.
- Nutrition staff will collect totes from classrooms.
- Food items can not be returned to the kitchen.

Nutrition Services (Tier II and III):

CCSD will operate under the provisions of the approved adapted learning plan. Nutrition services will operate in a manner that maximizes the use of face coverings and social distancing. Cleaning and sanitation protocols will meet or exceed USDA, state health department, and federal food service guidelines.

Blended Learning Meals

- Meals for students in school will operate the same as scenarios above.
- Meals made available to students for pickup:
 - Students wanting meals for the day will place an online order from the district's website the day before using our Pay Schools program.
 - Once the order is placed, selected meals will automatically be charged to the students account at their meal status of free, reduced, or full pay.
 - Students can select breakfast, breakfast and lunch, or just lunch.
 - Meals will be pre packaged.
 - Breakfast will include an entree, one serving of fruit, and milk.
 - Lunch will include an entree, occasional side, one serving of fruit, one serving of vegetables, and milk.
 - Designated pickup area and time will be determined at the school.

All Students Off-Site Meals

Students wanting meals for pick up will follow the procedure for placing orders and picking up meals as stated in the blended learning plan above.

Individual Buildings (Tier I and Tier II):

All Schools

- Each building will have a plan for students to enter and leave the building that will limit the number of students using each entrance.
- School-wide assemblies will be limited and organized to maximize social distancing recommendations, as feasible.

- Buildings will adhere to indoor capacity recommendations, as feasible.
- Commons area(s) will not be used as a gathering area before or after school, as feasible.
- Buildings will develop a plan for incremental transitions in hallways. Hand sanitizer will be available in multiple locations throughout the building.
- Drinking fountains will be cleaned and sanitized regularly. Staff and students will be encouraged to bring their own water bottles to minimize contact with drinking fountains.
- High-touch areas will be sanitized regularly.

Elementary Schools

- Buildings will develop a plan for recess based on open space area recommendations.

Secondary Schools

- Backpack usage will be strongly encouraged with locker usage limited to storage of coats and winter wear.

Health/Wellness Education

As necessary, students will be instructed on the following:

- Handwashing will be encouraged (20 seconds rubbing with soap & water):
 - On arrival at school,
 - After playing/recess,
 - Before & after eating, and
 - After using the restroom.
- Hand sanitizer can be used if hands are not visibly soiled.
- Proper covering of coughs/sneezes (elbow, tissue)
- Stay home when ill.
- Proper use of masks in the event they are required.

Small Groups Gatherings/Instruction/Classroom

Classrooms may include the following, when feasible:

- Based on recommendations from the Wyoming Department of Education, seating arrangements will be developed to maximize safety precautions, as feasible.
- Dissemination and collection of classroom materials will be limited to maximize safety precautions, as feasible.
- Physical Education classes will refer to Activities recommendations for instructional activities as well as sanitizing equipment.
- Group learning activities/mixing of students in a classroom will be minimized, as feasible.

Individual Buildings (Tier III):

CCSD schools will operate under the provisions of the approved adapted learning plan.

Counseling and Other Services (Tier I and Tier II):

Campbell County School District Counseling Department will be prioritizing efforts to address social and emotional needs of students as we return to school in the fall of 2020. Counselors will be assessing the mental and behavioral health needs of the students while also addressing the

academic gaps that some students experienced as a result of the Adapted Learning Plan (ALP) for their academic instruction and the lack of closure to the school year.

- School counselors help all students in the following ways:
 - Apply academic achievement strategies,
 - Manage emotions and apply interpersonal skills, and
 - Plan for postsecondary options (higher education, military, work force, etc.).
- School counselors' duties will be modified in the fall to address social and emotional learning and mental health needs through the following activities:
 - Facilitate individual student academic planning and goal setting that may have been cut short by the ALP,
 - Provide school counseling classroom lessons at the elementary level to help support students at higher risk for significant stress or trauma from COVID-19,
 - Provide short-term counseling to students who present an emergent need,
 - Make referrals for long-term support for those students who may have significant psychological or behavioral concerns returning to school,
 - Collaborate with families/teachers/administrators/community for student success,
 - Advocate for students at individual education plan meetings and other student focused meetings,
 - Analyze data to identify student issues, needs, and challenges as a result of not being in school in the spring; and
 - Provide case management for all 504 students, especially with regard to those who may be medically or psychologically fragile.

Counseling and Other Services (Tier II and III)

In the case where the district must deliver instruction in Tier II or Tier III, school counselors will convert their programs to an LMS format. The American School Counselor Association has developed three comprehensive models for on-line/hybrid delivery, one for each level of education (elementary, middle and high school.)

- [Virtual Elementary School Counseling](#)
- [Virtual Middle School Counseling](#)
- [Virtual High School Counseling](#)

Activities (Tier I and Tier II):

CCSD values student activities and athletics and encourages participation. Guidelines from the Wyoming High School Activities Association and/or National Federation of High School Activities will be followed when appropriate.

The following guidelines will be used in starting sports, activities, and music.

- Pre-Workout/Contest Screening
 - Any person who has had a fever (100.4 F or higher) or cold symptoms in the previous 24 hours will not be allowed to take part in workouts and should contact his/her primary care provider or other appropriate healthcare professional.
 - Sponsors will request information from participants for signs of illness. Refer to symptoms found under the Safety Protocols section of this document

- A record will be kept of all participants in attendance.
- Limitations on Gatherings
 - At this time, gathering sizes will be limited to 250 individuals indoors or 250 individuals outdoors, per Campbell County Public Health.
 - When not directly participating in practices or contests, care should be taken to maintain appropriate social distancing.
- Facilities Cleaning
 - Adequate cleaning schedules will be created and implemented for all athletic facilities.
 - Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility will be wiped down and sanitized with prescribed cleaners, electrostatic sprayers, and/or UVC devices.
 - Hand sanitizer will be plentiful and available to individuals as they transfer from place to place.
 - Weight equipment will be wiped down thoroughly before and after an individual's use of equipment. Cleaning supplies will be available.
- The National Federation of High School Athletics (NFHS) has classified sports in the following categories which may impact the return-to-play timeline for each activity.
 - Higher Risk: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. Examples: Wrestling, football, competitive cheer, dance
 - Moderate Risk: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants or intermittent close contact or group sports or sports that use equipment that can't be cleaned between participants. Examples: Basketball, volleyball, softball, soccer, tennis, swimming relays, pole vault, high jump, long jump, marching band.
 - Lower Risk: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between uses by competitors. Examples: Individual running events, throwing events (shot put, discus), individual swimming, golf, weightlifting, sideline cheer, cross country running (with staggered starts).
- Physical Activity and Athletic Equipment
 - When possible, athletic equipment will be cleaned between each use.
 - Other equipment, such as wrestling ear guards, football helmets and pads will be worn by only one individual and not shared.
- Hydration - All students will bring their own water bottle.
- Face coverings - Will be required in situations where six foot social distancing is not possible.
- Contests
 - Transportation to contests will follow guidelines on page 11.
 - Appropriate social distancing will need to be maintained on sidelines/bench during contests and events.
 - Tape or paint will be considered as a guide for students and coaches.
 - People will be grouped into tiers from essential to non-essential and decide which tiers will be allowed at an event.

- ✓ Level 1 (Essential): Participants, coaches, officials, event staff, medical staff, security
 - ✓ Level 2 (Preferred): Media and parents
 - ✓ Level 3 (Non-essential): Spectators and vendors
 - All attendance will be determined by state/local health departments and adjusted as necessary.
- Hygienic
 - Equipment will be wiped down thoroughly before and after an individual's use of equipment. Cleaning supplies will be available.
 - Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
 - Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. Participants will not share clothing or shoes.
 - Students will be encouraged to shower and wash their workout clothing immediately upon returning to home.
 - No pre-game and post-game handshakes/high-fives/fist bumps.
 - Officials and sideline volunteers will be given the option to wear face coverings.
 - Vulnerable individuals should not participate in any practices, conditioning activities or contests.

Activities (Tier III):

CCSD will operate under the provisions of the approved district adapted learning plan.

Human Resources (Tier I and Tier II):

Campbell County School District remains committed to providing a clean and safe environment for our staff, students, parents, and community members. Measures have been taken to slow the spread and combat COVID-19. Campbell County School District will continue to work with our Campbell County Public Health officials, the Wyoming Department of Education, and other agencies regarding appropriate distancing and sanitizing. The following information is for employees regarding pay and leave as we return to our buildings.

Employees with any of the COVID-19 symptoms found under the Safety Protocols section of this document should refrain from coming to work and contact your healthcare provider.

Return to Work

- Employees are expected to report to work if they are healthy and show no symptoms.
- Employees who show any of the above symptoms must stay home and must provide a release prior to returning to work.
- Employees unable to return to work because of a compromised immune system or other health conditions must provide medical documentation from their health care provider to the CCSD Human Resources Office.
- Employees with an illness, injury, or surgery/medical procedure recuperation which lasts longer than three consecutive days must report the incident to the Human Resources Office. These incidents will automatically trigger the Family Medical Leave Act (FMLA) requirements.

- FMLA provides 12 weeks of job protection; however, it is not paid leave. Employees must use available sick leave, convenience leave, comp time, and vacation (if granted) during this time.
- If FMLA is exhausted, an employee may be eligible for CCSD medical leave job protection. Please contact the Human Resources Office for more information regarding medical leave.
- For more information on the use of sick leave, sick leave bank, quarantine information, and physician's notes, please contact the Human Resources Office.
- Working remotely must be approved by your immediate supervisor and the Human Resources Office.

Families First Coronavirus Response Act

Employees may be eligible for emergency paid sick leave under the Families First Coronavirus Response Act. Full-time employees are entitled to two weeks (80 hours) of leave, and part-time employees are entitled to the typical number of hours they work in a typical two-week period.

Following are the provisions for use of this leave:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- The employee is caring for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees who feel they are eligible for paid leave under the Families First Coronavirus Response Act due to any of the above situations, should contact the Human Resources Office.

Emergency Family and Medical Leave Expansion Act

Employees must have been employed by CCSD at least 30 days to be eligible for job protection under the Emergency Family and Medical Leave Expansion Act.

- This Act allows FMLA job protection for those affected with COVID-19 related illness and public health emergencies. Traditionally employees must work 12 months or 1250 hours prior to being eligible for FMLA job protection).
- This Act extends these rights through December 31, 2020.

APPENDIX “A”

Coronavirus and COVID-19: Glossary of Terms

- **Asymptomatic**
Not showing any symptoms (signs of disease or illness.) Some people without any symptoms still have and can spread the coronavirus. They are asymptomatic, but contagious. Fever, cough, and shortness of breath are the main symptoms of COVID-19.
- **The Centers for Disease Control (CDC)**
The United States Federal Health protection agency.
- **Communicable**
Similar in meaning to “contagious.” Used to describe diseases that can be spread or transmitted from one person to another.
- **Community Spread**
The spread of an illness with a particular location, like a neighborhood or town. During community spread, there is no clear source of contact on infection.
- **Confirmed Case**
Someone tested and confirmed to have COVID-19.
- **Congregate Settings**
Public places such as common areas, gym and cafeterias contact with infected people can happen. This includes places like malls, theaters, and grocery stores.
- **Coronavirus**
A family of related viruses. Many of them cause respiratory illnesses. Coronaviruses cause COVID-19, SARS, MERS, and some strains of influenza, or flu. The coronavirus that causes COVID-19 is officially called SARS-CoV-2, which stands for severe acute respiratory syndrome coronavirus 2.
- **COVID-19**
The name of the illness caused by the coronavirus SARS-CoV-2. COVID-19 stands for “coronavirus disease 2019.”
- **Epidemic**
A situation where more cases of a disease than expected happen in a given area or to a group of people.
- **Epidemiology**
The branch of medicine that deals with how diseases develop and spread in communities of people. A person who studies epidemiology is an epidemiologist.
- **Face Covering**
A face covering that potentially provides a barrier to infection from others.

- **Immunity**
Your body's ability to resist or fight off infection. Your immune system is a network of cells throughout your body that help you avoid getting infected and help you get better when you are infected.
- **Immunocompromised**
Also called immune-compromised or immunodeficient. This describes someone who has an immune system that cannot resist or fight off infections as well as most people. This can be caused by a number of illnesses.
- **Incubation Period**
The time it takes for someone with an infection to start showing symptoms. For COVID-19, symptoms appear in 2-14 days after infection.
- **Outbreak**
A sudden increase of a specific illness in a small area.
- **Pandemic**
When a new disease spreads to many countries around the world.
- **PPE**
PPE stands for personal protective equipment. This includes masks, face shields, gloves, gowns and other coverings that healthcare professionals use to prevent the spread of infection to themselves and other patients.
- **Presumptive Positive Case**
When a person tests positive for the coronavirus, but the CDC has not confirmed the case.
- **Quarantine**
Sometimes called "isolation." Quarantines keep people away from each other to prevent the spread of disease. Stay-at-home orders are a type of quarantine.
- **Screening**
This is not the same as a Coronavirus test. This step actually helps health care workers to decide if you need a coronavirus test. It is a series of basic questions about your health condition and recent history. Screening may also include other common healthcare procedures, like taking your temperature.
- **Self-Isolation**
Also called self-quarantine. Separating yourself when you are sick from healthy individuals to prevent spreading illness.
- **Shelter-in-Place**
An order for people to stay where they are not to leave for their own protection. A stay-at-home order is a kind of shelter-in-place order.

- **Social Distancing**

Also called physical distancing. It means putting space between you and others around you in public. Social distancing also includes avoiding crowds and groups in public.

The CDC recommends keeping at least six feet between you and others in public.

- **Symptomatic**

When a person shows signs of illness. For COVID-19, that can include cough, fever or shortness of breath.

- **Synchronous Instruction**

Synchronous instruction is the kind of instruction that happens in real time. This means that students, their classmates, and the instructor interact in a specific virtual place, through a specific online medium, at a specific time.