

# Smart Start 2021



## Health and Safety Guidance

Aug. 2021

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## INTRODUCTION TO THE RUSD SAFE START HEALTH AND SAFETY PLAN

The Racine Unified School District is continuing to adapt to the evolving changes in daily life caused by the COVID-19 pandemic. For the 2021-2022 school year the District will continue to implement layered prevention measures including: promoting vaccination, requiring indoor mask use, physical distancing to the extent possible, COVID testing, improved ventilation, handwashing and respiratory etiquette, staying home when sick, contact tracing, isolation, quarantine, cleaning and disinfection.

The key priority when planning for school operations during a pandemic is the protection of the physical and mental health and safety of staff, students, and their families while delivering high-quality education to our community's students. Balancing the need for virus mitigation measures with quality instruction, providing access to technology, options for internet service, as well as the provision of food, special education services, and mental health services are just some of the ongoing challenges requiring cooperative approaches in planning and implementation.

## OVERVIEW

RUSD operates using a continual improvement mindset. RUSD will continue to work collaboratively to review the implementation of the SMART START 2021 Health and Safety Plan throughout the school year and until such time that the pandemic is determined to be over. The District's Senior Leadership Team will continue to review implementation data and feedback weekly so that the plan can be kept up to date with any new or changing guidance or recommendations that may come available. The District's COVID Response Team, made up of the RUSD Health Services Supervisor and specifically trained District School Health Services staff, will continue to support local health department contact tracing efforts.

Safety measures have been implemented in every building in the district and include the presence of hand sanitizer in every classroom and at building entrances, physical distancing to the extent possible, required indoor mask wearing, cleaning products in every classroom for commonly touched surfaces, nightly disinfection, application of long-acting disinfectant product monthly (90-day duration of antimicrobial and antiviral effect), increase in air exchanges in all buildings, etc. A variety of safety resources are available on the District website at: <https://rusd.org/about/back-school>.

The RUSD Smart Start Health and Safety Guidance has been updated and the updates are being shared with all staff. The updated guidance stays the course from the 2020-2021 school year and makes minor adjustments to safety measures. Guidelines and protocols continue to be reviewed and adjusted as part of our continuous improvement efforts and as the District receives updated information from the CDC and our state and local Health Departments.

School leaders worked collaboratively with their staff to develop detailed plans to mitigate COVID exposure risk in their buildings in order to begin welcoming students back to face-to-face instruction in March of 2021. These updated comprehensive plans will detail each school's pandemic response policies and procedures, facilities and supplies, communication and messaging, education and training, and gathering visitor and events protocols.

RUSD re-evaluated custodial and engineering cleaning areas, products and tools in order to move from an A-day/B-day cleaning schedule to a daily cleaning plan for the 2020-2021 school year. This expanded cleaning protocol will be maintained during the 2021-2022 year and continues to include pandemic mitigation strategies used daily, weekly and monthly based on the task. Staff schedules have been further refined in some buildings to support the increased cleaning and disinfecting efforts. Professional learning opportunities have been provided to train engineering and custodial staff on the pandemic protocols and tools to ensure expectations

are met. The District's operations and maintenance staff took advantage of the time this summer when school buildings were closed to make additional maintenance repairs and minor building improvements where needed.

## EXPECTATION FOR STUDENTS AND STAFF WHEN COMING TO SCHOOL

Staff and students are to self-monitor for symptoms and **stay home when ill.**

Staff and students/families must look at and consider whether it is safe to enter buildings whenever they are experiencing any signs of illness or have had contact with anyone with COVID-19. Health Services recommends printing and posting this sign at home.

## DAILY SELF SCREENING

Student self-screening tools Can my Student go to School Today? ([en español](#))

Staff self-screening tools Can I go to Work Today? ([en español](#))

Major criteria for staying home are <u>any one</u> of the following:		Criteria for staying home are <u>any two</u> of the following:
Cough	<b>Or</b>	Fatigue
New loss of taste or smell		Muscle/body aches
Shortness of breath or difficulty breathing		Headache
Temp of 100.4 F or greater and/or chills		Sore throat
		Congestion or runny nose
		Nausea, vomiting or diarrhea

**If you have been tested for COVID in the past 14 days or** if someone in your household has been tested for COVID in the past 14 days **or** if you have been identified as a close contact to a positive case of COVID-19, you must stay home and contact the Health Services COVID Response Team for advice by emailing [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org). RUSD families are asked to contact their School Nurse, or they may leave a message on the attendance line with student's name and parent/guardian name and phone number. The Health Services department will call back to gather the necessary information and advise the family.

**If diagnosed with COVID-19**, staff and students may not return to buildings until cleared by Public Health AND must be fever AND symptom-free without the use of fever-reducing medication in the 24 hours prior to returning to buildings. Since the loss of taste and smell and an occasional dry cough may persist for weeks after the virus is no longer infectious, staff and students may be cleared by Public Health with these minor symptoms.

## EXPECTATIONS WHILE IN RUSD BUILDINGS

All RUSD staff and students are expected to follow SMART Start 2021 Health and Safety Guidelines while in RUSD Buildings.

## SCREENING UPON ARRIVAL AT RUSD FACILITY

Everyone entering RUSD buildings must first STOP and read the stop sign on the entrance door and self-assess whether they are safe to enter. If the employee or visitor is unable to meet criteria to enter buildings based

on the questions on the doors, then the employee/visitor or parent with an appointment is to immediately leave the property and notify the building principal. Staff are to also contact [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org) for follow-up.

Entering is allowed at designated doors as determined by the principal. Students will see visual reminders for physical distancing, hand hygiene and cough etiquette. Use the hand sanitizer at building entrances or wash hands with soap and water. Physically distance 3-feet or to the extent possible while entering and exiting the building and while in hallways.

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## **MASKS**

Face coverings will be required for staff, students and visitors in Racine Unified School District. The District will be providing cloth face masks for all staff and students. RUSD may adjust mask requirements at any point in time, based on the rate of COVID-19 spread in our community.

The following masking guidelines ([RUSD Face Mask Expectations](#)) must be adhered to:

- Masks must be at least 2-ply. No bandanas, handkerchiefs, or valve masks will be permitted.
  - Gaiters will only be permitted if they have 2 or more layers.
- Masks must always be worn indoors, with the only exception being while eating or drinking. Brief (<15 minutes) mask removal to eat or drink indoors is permitted, but only in designated eating areas.
- All students will be issued cloth face masks. Face shields are available to students upon request.
- Masks must be worn over the nose, mouth and under the chin and must fit snugly to the face.
- Face shields are not required but are suggested to be worn in situations where six feet of physical distancing is not possible or when in a room with someone who has been medically exempt from wearing a mask. Face shields must be worn along with a face mask. Face shields alone do not provide sufficient protection and are not a substitute for wearing a mask unless approved in advance as part of a student's medical accommodation.
- Face masks are considered an article of clothing, and as such must not contain any language or imaging that violates the dress code expectations outlined in the District's Code of Rights and Responsibilities.

While mask use may be more challenging for younger students, the American Academy of Pediatrics states that cloth face coverings can be safely worn by all children 2 years of age and older, including the vast majority of children with special health conditions, with rare exception. The District will continue to use parent communications and provide teachers with resources to work with students on school safety guidelines for reinforcement with students throughout the school year. Once children learn the school routines, we are confident that they will adapt.

If a student refuses to wear a mask when required to do so and does not have a valid medical excuse on file with the school nurse, progressive disciplinary steps may be taken, in accordance with the District's established Code of Student Rights and Responsibilities. These steps do include attempts to work with the student and family to identify the root cause of the refusal and attempt to resolve the issue without punitive consequences if warranted. However, should those attempts not be successful, the District has the authority to reassign the student to an alternative environment in order to protect the health and safety of those who are in school.

Any exceptions to the above mask requirements must be approved in advance by the District.

If a student has a valid medical excuse confirming the student cannot comply with the above mask requirements for medical reasons, the District will work with the student on an individual case-by-case basis to determine what reasonable accommodations can be made.

Clear communication masks are available for all our Speech and Language as well as our Deaf and Hard of Hearing teachers and students.

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### **FACE MASK DO'S**

- Apply a clean face mask daily and replace with a clean mask if it becomes wet or soiled.
- Always wear a mask unless you are alone in a room.
- Wear masks with two or more layers to stop the spread of COVID-19 ([CDC guidance on improving how your mask protects you](#)).
- The nose and mouth must always be covered by a mask that fits snugly against the face.
- Wash fabric masks daily with warm soapy water and dry on high heat.
- Dispose of used or soiled surgical/medical facemasks in the nearest trash receptacle whenever wet or soiled and at least once a day.

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### **FACE MASK DON'TS**

- Don't touch the outside of the face mask. If accidental touch occurs, wash hands or use hand sanitizer.
- Don't use a face mask for multiple days in a row.
- Do NOT wear masks intended for healthcare workers, for example, N95 respirators, as there continue to be shortages for essential hospital workers.
- RUSD does not allow the use of valve masks, or face shields without masks.
- Do not combine two disposable masks. If layering masks, wear a disposable mask under a cloth mask.
- Do not combine a KN95 with any other type of mask.

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### **LEAVING THE BUILDING**

- Exit at designated doors.
- Keep your face mask on until entering your vehicle.
- Always maintain physical distancing and do not congregate in common areas.
- Students need to keep their masks on until arriving at home or entering their personal vehicle.

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### **PHYSICAL DISTANCING**

- Students and staff will be encouraged to practice three-foot physical distancing, to the extent possible, which follows the current CDC recommendation.
  - In order to better ensure safety of staff who are unvaccinated, we strongly recommend maintaining a physical distance of six feet to the extent possible.
- A physical distance protocol of three feet is advised, wherever possible. School principals have been provided with a six-foot measuring stick for anyone who has concerns about measuring proper distance. If you cannot work alone in a room, distance yourself a minimum of three feet, and wear a mask at all times. The District encourages group meetings, trainings and gatherings be held virtually. We recognize that there are some meetings/trainings that may require staff to be present in-person. All in-person meetings require the use of layered mitigation strategies, including but not limited to masking and physical distancing.
- The District has worked to reassign spaces to support increased capacity to physical distance by removing nonessential furniture and asking staff to take home personal belongings to facilitate spacing of desks to the extent possible. Learning stations and activities have been or will be modified as applicable so there are fewer students per group, placed at least three feet apart to the extent possible. Cleaning procedures have

been put into place for learning centers and manipulatives will not be shared without appropriate cleaning and disinfection.

- Staff are physically distanced to create individual work areas to the extent possible. Minor building modifications were made, and physical barriers have been installed as needed in school offices throughout the District to mitigate the risk of exposure and spread. Students and staff are expected to clean hands with the provided hand sanitizer when entering and leaving a room.
- RUSD continues to work diligently to utilize a variety of mitigation strategies in reducing the risk to students and staff. This includes spaces that are physically distanced for staff and students to the greatest extent possible. Additionally, we hold high our expectation of each individual to self-monitor and maintain physical distancing.
- Seating charts will continue to be provided to both of our local health departments via the District's shared data platform to facilitate contact tracing and case management.

## CONTACT TRACING

RUSD Health Services staff were trained in contact tracing through a six-hour course through Johns Hopkins University in August 2020 and have had continued training sessions on District specific processes. An electronic document is used to track all RUSD staff with symptoms, exposures or positive tests. This data is linked to the District's COVID 19 Dashboard. Staff will be required to continue utilizing [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org) to confidentially contact the COVID-19 Response Team to receive appropriate advice regarding the need to be tested and counseling provided around exclusion from schools and safety at home. Test results are also reported to this email address. If a positive case is identified, RUSD close contacts are excluded, and their names are shared with local health departments.

Quarantine expectations for identified close contacts will be shared in accordance with public health guidance. At this time, CDC advises that vaccinated individuals do not need to quarantine if they are identified as a close contact; however, they should wear a mask at all times for 14 days following their last date of contact with a positive individual. If at any point, staff develop symptoms, they should stay home and seek testing. Facilities Supervisors are notified to ensure additional disinfection of workspaces occurs. The local health departments also receive names and contact information for any staff or student identified as a close contact.

If a staff member is considered to be a close contact of a person with COVID-19, that staff member will receive a phone call from a COVID-19 response team member (District RNs, Health Services Supervisor, and Contact Tracers hired by the District). Students who are considered to be a close contact will receive a letter from the District and local health departments explaining what to do once identified as a close contact. Every effort will also be made to contact students/families by phone in advance of the letter.

The District's COVID-19 Dashboard indicates whenever there is a staff person or student identified as being in quarantine or a positive case is identified. The individual School Nurse assigned to a building is responsible for doing all of the contact tracing for students in the building. The School Nurse receives assistance from other Health Services staff, hired contact tracers, building clerical staff and with local health department support. The Dashboard will continue to report all cases of COVID-19 that are reported to the nurse and all students in quarantine (either due to symptoms and a pending test, symptoms and no plan to test, or due to close contact to a COVID positive individual). Weekly totals are listed for both staff and students and daily numbers are broken down by school or work location.

## EXCLUSION FROM WORK OR SCHOOL (QUARANTINE AND ISOLATION)

Staff and families are expected to follow the self-screening guidelines. Planning for coverage of regular absences and COVID-19 related absences can be found here: [Learning Scenarios and Guidance for Absence](#).

## EXPOSURE PROTOCOL

### What happens when someone is ill or exposed to a positive case?

All health services staff have been certified in contact tracing after completing a course offered by John Hopkins University. Staff are working to assist the Health Services Supervisor with these efforts on the COVID Response team.

- The Health Service Supervisor and the COVID Response Team will triage reported symptoms and advise on testing per public health guidelines. For the most current information on COVID 19 testing locations go to: [Testing Sites for COVID-19](#).
- Depending on where the staff person chooses to go, return time for results will vary from 15 min after testing (rapid antigen tests), 12-24 hours, after 2-5 days or sometimes even longer.
- Close contacts who are **not** vaccinated are excluded from school/work for 14 days from the last date of contact with the positive individual. RUSD has opted to use the 10 days of quarantine if individuals can guarantee that they will physically distance, six feet or more away from others. It is an expectation that staff will closely self-monitor for the remaining four days and follow all District Health and Safety guidelines. If staff develop symptoms at any time during the 14 days after exposure, they must remain home and seek testing.
- The COVID Response team notifies the Facilities Supervisors with building location information for any positive case and those areas are disinfected and re-sanitized and the long acting antibacterial/antiviral product is reapplied.
- RUSD Health Services works collaboratively with RUSD's local health departments. The COVID Response Team provides them with names of any close contacts in our buildings when a positive case is identified. The local health departments also alert the Health Services Team when a positive case is identified as working or going to school in an RUSD building.
- The District also publishes a COVID 19 [dashboard](#) that identifies all new positive cases, new quarantined cases and new recovered cases on a daily basis and provides a weekly summary of those numbers.
- RUSD Health Services staff will follow these same procedures for cases identified with students.

### What is a close contact?

- Anyone living in the same home or spending at least one night under the same roof as a positive case
- Anyone with direct contact with the case (handshake, hug, kiss)
- Anyone who has been within six feet of a positive case for more than 15 minutes in a single day when the positive case is considered infectious
- Anyone having contact with the positive individual's respiratory secretions (for example, coughed or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items)

For this reason, any time a staff person or student is tested, even for a routine procedure, they are asked to remain home until they receive results. If there is a reason to get tested, then there is enough concern to stay home while waiting for results. [CDC Guidance on Isolation and Quarantine](#)



### **What is quarantine?**

Quarantine keeps someone who might have been exposed to COVID-19 away from others. The CDC recommends monitoring for symptoms for 14 days after the last date of contact with a COVID-19 positive individual.

### **What is isolation?**

Isolation keeps persons who test positive for COVID-19, with or without symptoms, away from others, even in their home. Individuals shed virus 48 hours prior to symptom onset, or 48 hours prior to testing positive if asymptomatic, until 10 days after symptom onset.

### **Who determines when someone can leave isolation or quarantine?**

Public health officials.

### **Have you been identified by Public Health as being a close contact of someone who tested positive?**

If the answer is YES, you will need to quarantine and stay home for a minimum of 10 days after your last contact with the person diagnosed. If you are tested during your quarantine period and the results are negative, you still need to complete your full 10-day quarantine before going back to work or being around others. Because it can take up to 14 days from exposure to development of symptoms, you must agree to continue self-monitoring and follow all Health and Safety guidance closely for days 10 - 14 and to remain home and seek testing if symptoms develop.

### **Have you been diagnosed with COVID-19?**

If the answer is YES, you will need to remain in isolation at home until cleared by public health.

### **When will my isolation period end?**

For the isolation to end you need to be fever free (without fever-reducing medication) and symptom free for 24 hours **AND** at least 10 days have passed since symptoms began. Staff may return with an infrequent, dry cough, and/or loss of taste and smell if it has been at least 10 days since symptom onset as these symptoms may linger for days, weeks or even months.

### **Have you been diagnosed with COVID-19, but never felt sick?**

If the answer is YES, you will need to remain in isolation at home for a minimum of 10 days after your test day.

### **What if the positive case lives in the same household and I am not able to separate from them?**

In this case, the quarantine period does not start until the positive individual is no longer considered infectious (at least ten days from the onset of symptoms or date of the test if asymptomatic PLUS at least 24 hours of being symptom-free). The quarantine would run for an additional 10 days AFTER the positive case has fully recovered and been cleared by public health. If symptoms should develop at any time in the 14 days after the last day of exposure, then the employee/student would be expected to remain home and get tested.

### **What if I have had both doses of the COVID-19 vaccine?**

At this time the CDC and WI DHS do not require quarantine as long as it has been 14 days after the last dose of vaccine and the individual remains asymptomatic. If any symptoms develop in the 14 days after exposure, then the employee/student would be expected to remain home and seek testing. They would

remain in quarantine until test results were received. The COVID response team or School Nurse will coordinate with public health on the date of return following CDC and DHS guidance based on test results.

## **BUILDING SAFETY AND ENVIRONMENTAL CONTROLS**

RUSD is implementing a layered mitigation approach in line with OSHA's infection prevention recommendations, following the hierarchy of controls, including using engineering and administrative controls and safe work practices to protect workers from exposure to COVID-19.

### **ENGINEERING CONTROLS**

Engineering controls are controls that isolate people from a hazard. RUSD will continue to implement layered mitigation strategies as we continue to respond to the COVID-19 pandemic.

These strategies include:

- Staff and students will be required to wear masks while indoors.
- Physical distancing protocol of three feet will be implemented to the extent possible.
- Students who are sick or exhibiting symptoms at school will be isolated in a precautionary room and parents/guardians will be notified to pick up their student(s).
- Hand sanitizer is available in each classroom for student and staff use.
- Staff and students are asked to wash their hands or use hand sanitizer upon entry to the building and prior to exiting from the building.
- All staff and students must stay home when ill.
- Air filters have been upgraded and RestorAir units installed where needed.
- OMNISHield, an antimicrobial product will continue to be used.
- RUSD will have ready access to COVID testing tools through an assigned vendor for the 2021-2022 school year.
- RUSD will continue to partner with local and state health departments for vaccination and testing opportunities for students, staff and families.

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### **ADEQUATE SUPPLIES**

RUSD has ensured that all District facilities have accessible sinks and enough supplies for people to clean their hands and cover their coughs and sneezes. Supplies include soap, a way to dry hands (e.g., paper towels, hand dryer), tissues, hand sanitizer with at least 60 percent alcohol, cleaning supplies, masks. All young children using alcohol-based hand sanitizer will be supervised.

Cleaning supplies are available in red cleaning buckets in each classroom and in key areas throughout the building. When the red bucket needs replenishment of supplies, the bucket should be placed in the hallway along with the trash. Custodial staff will resupply the bucket and place it back in the classroom or office. Staff should alert the engineer when hand sanitizer hanging in the classroom needs to be replaced. The building engineer can request more. Paper towels and hand soap will be refilled by building engineers and custodians. Schools are responsible for ordering Kleenex. Schools may order through RUSD approved vendors.

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### **FOOD SERVICE**

Schools are essential to meeting the nutritional needs of children with many consuming up to half their daily calories at school. RUSD will serve individually plated or pre-packaged meals for elementary, middle and high schools, while ensuring the safety of children with food allergies. The schools have worked with

Facilities and Health Services staff for spacing with all different table types. Some students will eat in their classrooms and others will eat in the cafeteria to support physical distancing.

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## **MODIFIED LAYOUTS**

The District has worked to reassign spaces to support increased capacity to physically distance removing non-essential furniture and asking staff to take home personal belongings to facilitate spacing desks out to the extent possible. Learning stations and activities have been modified, as applicable, so there are fewer students per group, placed three feet apart, to the extent possible. Cleaning procedures have been put into place for learning centers. Use of shared objects is discouraged. When an object must be shared, students must perform hand hygiene before and after use. Schools must ensure shared objects are washed with soap and water or cleaned after each use.

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## **PHYSICAL DISTANCING**

Staff are socially distanced to create individual work areas to the extent possible. Minor building modifications have been made, if needed. Physical barriers have been installed, as needed, in school offices throughout the District to mitigate the risk of exposure and spread.

- Students and staff will be encouraged to practice three-foot physical distancing, to the extent possible, which follows the current CDC recommendation.
    - In order to better ensure safety of staff who are unvaccinated, we strongly recommend maintaining a physical distance of six feet to the extent possible.
  - A physical distance protocol of three feet is advised, wherever possible. School principals have been provided with a measuring stick for anyone who has concerns about measuring distance. The District encourages group meetings, trainings and gatherings be held virtually when possible. We recognize that there are some meetings/trainings that may require staff to be present in-person. All in-person meetings require the use of layered mitigation strategies, including but not limited to masking and physical distancing.
  - Staff are physically distanced to create individual work areas to the extent possible. Students and staff are expected to wash their hands or use the provided hand sanitizer when entering and leaving a room.
  - Seating charts will continue to be provided to both of our local health departments via the District's shared data platform to facilitate contact tracing and case management.
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## **SIGNS AND MESSAGES**

Signage has been posted in highly visible locations. Signs include visual cues to ensure age-appropriate messaging. Resources and information about Smart Start 2021 and COVID-19 resources are available on the District's website.

Regular communication will continue to be shared with staff and families via email, social media, District website, robocalls when needed, and through normal District communications such as the Tuesday Updates to principals and Friday Focus to staff.

The District's Senior Leadership Team will continue to review implementation data and feedback weekly so that the District's health and safety plan can be kept up-to-date with any new or changing guidance or recommendations that may come available. Updates will be posted on the District's website and communicated to all stakeholders through the Office of Communications and Family Engagement.

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## **VENTILATION**

Following the CDC recommendations, RUSD is operating all HVAC systems in the mode for an occupied building 24/7. The District has opened system dampers for the HVAC systems to allow for maximum outdoor intake. The District increased the intake of air to above the ASHRAE minimum, to promote health while maintaining indoor comfort for people in the building, as defined by the design temperature and relative humidity. The district has minimized re-circulation of air within the building and is instead bringing in more air from outside. Demand control ventilation (DCV) has been disabled during the pandemic. Engineers and custodians are regularly inspecting filters as part of the District's preventative maintenance process and are changing filters a minimum of every 60 days. The District has installed filters in all buildings with a minimum Efficiency Reporting Value (MERV) rating of 13 or are running using the highest MERV-rated filter that the school's HVAC system will support.

In addition to surface cleaning and disinfecting, the CDC recommends that schools consider ventilation system upgrades or improvements to increase clean air delivery. The Office of Operations worked with Nexus Solutions during the 2020-21 school year to evaluate each school's existing air distribution systems against national COVID operational guidance provided by ASHRAE (American Society of Refrigeration and Air Conditioning Engineers) to determine how they are performing against the guidance and needed to be done to comply with these higher air quality standards. A small number of rooms did not meet the higher standard for maintaining an occupiable zone for multiple people in pandemic conditions. In these rooms RestorAir units were deployed to provide 24/7 continual cleaning of the room air. These plugin air purification systems have UV light, oxidation cell, and a mesh filter. The Office of Operations continues to monitor daily air circulation and is adjusting as needed to ensure effective and efficient operation of the HVAC systems.

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## **WATER SYSTEMS**

Drinking fountains have been locked out and bottle fillers have been installed at every school. Additional bottle fillers will be installed as they arrive during the 2021-2022 school year. Staff and students are asked to bring in a clean water bottle every day for their personal use. Single-use disposable cups are also available.

## **ADMINISTRATIVE CONTROLS**

Administrative controls are controls that mean changing the way people work. RUSD has implemented several administrative control strategies to reduce the risk of COVID-19.

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## **BUILDING CLEANING**

All classrooms, common areas and restrooms are cleaned and disinfected nightly. Additionally, an antibacterial/antiviral 90-day extended cleaner disinfectant product, OMNISHield, is applied every week to restrooms and frequently touched surfaces and monthly to all other areas to ensure ongoing protection.

OMNISHield is an EPA registered, water-based antimicrobial technology that provides persistent, continuous protection against a broad range of harmful microbial germs. OMNISHield creates an invisible barrier that can be applied to both porous and non-porous surfaces to inhibit the growth of odor and stain-causing bacteria, mold, mildew, and more. When applied to a surface or incorporated into a material, OMNI Shield forms a covalent bond with the substrate and creates a microbiostatic antimicrobial coating. Surfaces can still be cleaned daily and multiple times per day as needed. OMNISHield is only worn down by continuous abrasion and muriatic acid. OMNI Shield may be applied with either an electrostatic backpack or handheld sprayer or with a spray bottle.

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## **COLLABORATION WITH LOCAL PUBLIC HEALTH**

By continuing dialogue with both local public health departments and the Racine County Emergency Management System, RUSD is monitoring the level of risk in the community and disease transmission rates. Health Services staff will continue to monitor and advise families (staff will utilize [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org)) on illness symptoms allowing the prevention of possible exposures and removal of positive cases as quickly as possible from work areas. Following quarantine and isolation timelines with the collaboration of public health further reduces the risk of person-to-person spread in RUSD buildings.

Collaboration with local health departments has supported the development of updated safety plans. The District will continue to collaborate with the local health departments through regular conversations around disease activity or outbreaks as well as ongoing revisions to CDC and DHS guidelines, thus ensuring a safe environment that can be adapted as needed to changing circumstances.

Should the Health Departments determine that schools or classrooms must close, there are staffing plans in place and students are one-to-one with technology devices, allowing the District to smoothly transition to remote learning.

Decisions regarding returning back to buildings after a period of closure will be made in consultation with our local health departments. Local health officials have determined that they will make decisions about when to close on a case-by-case basis.

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## **EDUCATION**

The RUSD Office of Communication and Family Engagement will continue to share information with families and staff regarding District plans and guidance. Professional learning will continue throughout the school year. School principals will provide regular reminders on building specific information with their staff and families. This guidance will be updated as guidance evolves over time. Regular communication will continue to be shared with staff and families via email, social media, District website, robocalls when needed, and through normal District communications such as the Tuesday Updates to principals and Friday Focus to staff.

The District's Senior Leadership Team will continue to review implementation data and feedback weekly so that the District's health and safety plan can be kept up-to-date with any new or changing guidance or recommendations that may come available. Updates will be posted on the District's website and communicated to all stakeholders through the Office of Communications and Family Engagement.

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## **HAND HYGIENE AND RESPIRATORY HYGIENE**

Hand washing at regular intervals throughout the day is encouraged and hand sanitizer stations are located in various locations throughout the buildings. Teaching students' appropriate techniques for handwashing as well as when and where in their day they should make time for handwashing is an important control measure to reduce the spread of all germs. Teachers may utilize the school nurse for helpful demonstrations in the classroom. One example is Henry the Hand [Classroom Presentation](#). The school nurse will be able to assist teachers in developing "hands on" lessons on handwashing and respiratory etiquette.

Hand sanitizer is available throughout RUSD buildings in easily accessible locations. Paper towels and hand soap are also available in restrooms and monitored by building engineers and custodians. The temperature of the water is not critical for appropriate disinfection of hands during handwashing. The friction in washing is what aids in removal of virus and bacteria from the skin.

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## LIMITING SHARING OF EQUIPMENT /TECHNOLOGY

Use of shared objects is strongly discouraged. When an object must be shared, students must perform hand hygiene before and after use. Schools must ensure shared objects are washed with soap and water or provided cleaning product after each use.

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## LIMITING VISITOR AND BUILDING ACCESS

Visitors are encouraged to make an appointment prior to coming to RUSD buildings. A single visitor entrance is designated at every RUSD facility. Depending on the phase we are in, various degrees of visitation will be allowed.

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## PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment, commonly referred to as PPE, is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full bodysuits.

For more information on when to use PPE:

- [PPE Considerations for Schools July 23, 2021](#)
- [NASN Guidance for use of PPE in Schools](#)

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## FACE COVERINGS

Face masks/coverings can help stop the spread of COVID-19. This is because COVID-19 is spread through respiratory droplets when someone speaks, coughs or sneezes and cloth face coverings create a barrier for those droplets. This reduces the chance that you will spread the disease to others if you are sick and do not realize it. Wearing a cloth face covering is an important step in protecting each other from COVID-19.

Face coverings will be required for staff, students and visitors in Racine Unified School District at this time. The District will be providing cloth face masks for all staff and students. RUSD may adjust mask requirements at any point in time, based on the rate of COVID-19 spread in our community and guidance from public health.

The following masking guidelines must be adhered to:

- Masks must be at least 2-ply. No bandanas, handkerchiefs, or valve masks will be permitted.
  - Gaiters will only be permitted if they are 2 or more layers.
- Masks must always be worn indoors, with the only exception being while eating or drinking. Brief mask removal to eat or drink indoors is permitted, but only in designated eating areas.
- All students will be issued cloth face masks. Face shields are available to students upon request.
- Masks must be worn over the nose, mouth and under the chin and must fit snugly to the face.
- Cloth face coverings should NOT be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Medical considerations, including sensory concerns and respiratory conditions, mean some individuals are not able to wear a face-covering safely. Wearing a cloth face covering may be dangerous or stressful for individuals with intellectual or developmental disabilities. IEP teams will need to discuss appropriate accommodations for student and staff safety.

- The CDC recommends a layered mask. When using a cloth mask, make sure it has at least 2 layers of fabric. A mask with layers will stop more respiratory droplets getting inside your mask or escaping from your mask if you are sick.
- Tie a knot in the ear loops (Knot and Tuck technique) close to the mask and fold (tuck) in the sides of the mask to make a better fitting mask. [Video demonstration of Knot and Tuck](#)
- Face shields are not required but are suggested to be worn in situations where six feet of physical distancing is not possible or when in a room with someone who has been medically exempt from wearing a mask. Face shields must be worn along with a face mask. Face shields alone do not provide sufficient protection and are not a substitute for wearing a mask unless approved in advance as part of a student's medical accommodation.
- Face masks are considered an article of clothing, and as such must not contain any language or imaging that violates the dress code expectations outlined in the District's Code of Rights and Responsibilities.

While mask use may be more challenging for younger students, the American Academy of Pediatrics states that cloth face coverings can be safely worn by all children 2 years of age and older, including the vast majority of children with special health conditions, with rare exception.

The District will continue to use parent communications and provide teachers with resources to work with students on school safety guidelines for reinforcement with students throughout the school year. Once children learn the school routines, we are confident that they will adapt.

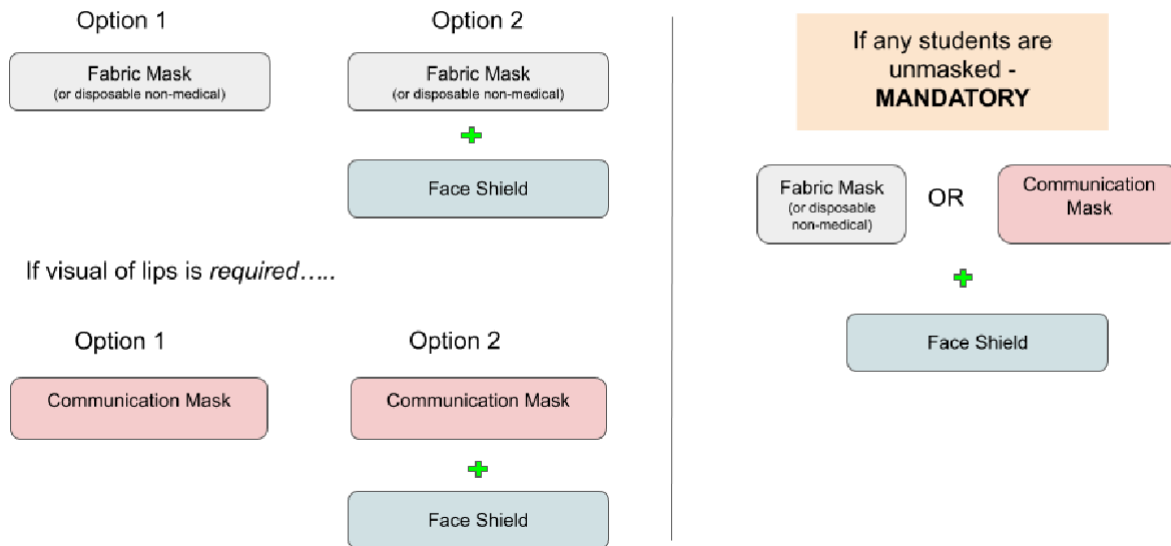
If a student refuses to wear a mask when required to do so and does not have a valid medical excuse on file with the school nurse, progressive disciplinary steps may be taken, in accordance with the District's established Code of Student Rights and Responsibilities. These steps do include attempts to work with the student and family to identify the root cause of the refusal and attempt to resolve the issue without punitive consequences if warranted. However, should those attempts not be successful, the District has the authority to reassign the student to an alternative environment in order to protect the health and safety of those who are in school.

Any exceptions to the above mask requirements must be approved in advance by the District.

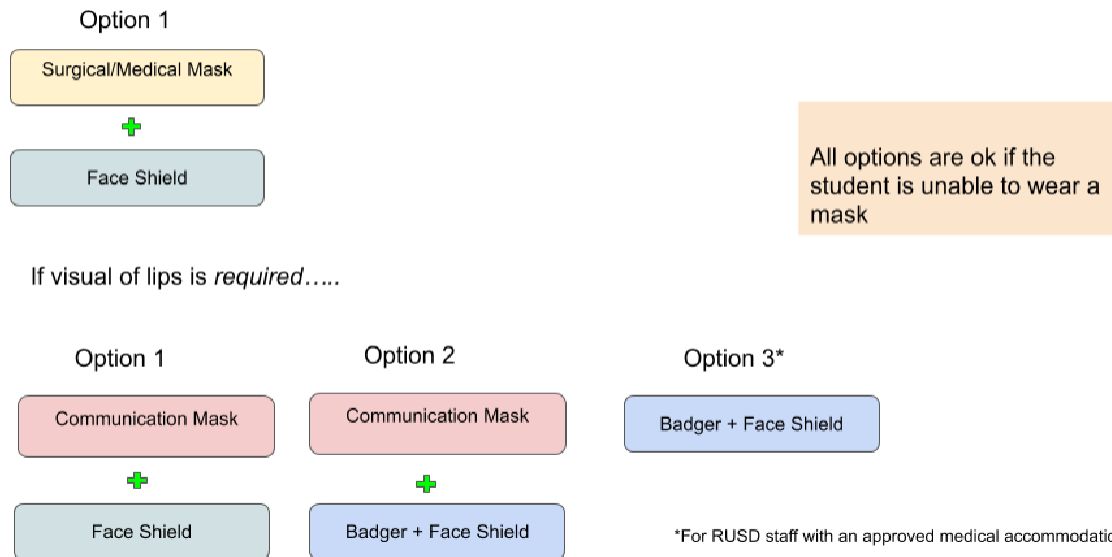
If a student has a valid medical excuse confirming the student cannot comply with the above mask requirements for medical reasons, the District will work with the student on an individual case-by-case basis to determine what reasonable accommodations can be made.

Clear communication masks are available for all our Speech and Language as well as our Deaf and Hard of Hearing teachers and students.

**If 6 or more feet distance can be maintained from a student OR  
If less than 6 ft for *less than 15 minutes total in a day***



**If less than 6 ft apart from a student for more than 15 minutes *in a day***



**PHYSICAL DISTANCING**

Students and staff will be encouraged to practice three-foot physical distancing, to the extent possible, which follows the current CDC recommendation. In order to better ensure safety of staff who are unvaccinated, we strongly recommend that unvaccinated staff maintain a physical distance of six feet at all times to the extent possible.



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## STAYING HOME WHEN ILL

A self-screening tool was developed for all staff and families to check in the morning to ensure they are safe to come into work/school. Employees and students are directed to stay home if experiencing COVID like symptoms. Posters listing COVID symptoms are placed at entrances to buildings. Anyone who cannot safely enter according to the questions on the entrance doors must leave the building and call the office to reschedule their visit. Staff must notify their supervisor and [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org) when too ill to come to school.

## HEALTH ROOM AND PRECAUTIONARY ROOM PROCEDURES

Health and precautionary room procedures support the maintenance of healthy school environments.

### HEALTH ROOM PROCEDURES

#### Sending Students with Non-COVID Related Issues to the Health Room

- [What to treat in the classroom.](#)
- Utilize the universal health room pass that is REQUIRED to be used when sending students to the Health room. RNs will educate all building staff on the new process. Each classroom will be provided with a first aid kit. Necessary refills can be requested through the Health Room.

#### COVID-19 Symptoms

- Please call the school health room if you are sending a student to the health room with COVID-like symptoms so that the staff can put on appropriate PPE and prepare for the possible use of the precautionary room.

#### COVID-19 Case Management

- Health Services staff will work in coordination with Public Health officials to conduct contact tracing of positive cases and any need for quarantine.
- Each School Nurse will be the school's COVID-19 contact person for families and students. The School Nurse will notify the Head Engineer whenever the precautionary room is used.
- Staff should email the COVID Response Team at [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org) when they have COVID-19 like symptoms, exposures, or concerns. The COVID Response Team will follow up with all positive cases and notify the building's Facilities Supervisor regarding additional cleaning and disinfection.

### PRECAUTIONARY ROOM PROCEDURES

#### Staffing

Staffing of the precautionary rooms is to be assigned by the building principal. EAs are recommended and will be trained by the School Nurse in putting on and taking off PPE as well as other safety practices in the room. Gowns, gloves and surgical masks will be provided. Precautionary room attendants are required to bring their face shields.

#### Cleaning and Disinfection Procedures

There will be a cleaning bucket for every precautionary room with needed supplies, including appropriate cleaning and disinfection products. Surfaces that an ill student comes into contact with will be cleaned by the attendant and then disinfected with Alpha HP. The precautionary rooms will be cleaned and disinfected nightly according to district cleaning protocols.

## PPE for Precautionary Rooms and Nurses

[Use of PPE in Precautionary Rooms CDC document](#)

### Supplies for Precautionary Rooms

Supplies will be housed in the health rooms so health room staff can ensure appropriate techniques used when putting on and taking off the PPE. The equipment always needs to be kept clean and accessible.

### Procedures for Precautionary Rooms

- [Student Illness guidelines](#)
- [Precautionary Room expectations](#)
- Parents will be contacted immediately after the student is placed in a precautionary room to arrange to pick up the student within 30 minutes of the call. Families will be asked to keep their contact information current and to identify alternative options for picking up students when they are ill.
- Students will leave the precautionary room by the closest outdoor exit.
- The school nurse will provide parent/guardian or emergency contact with written instructions regarding the necessary time to remain home and/or visit their primary care provider or urgent care clinic. The nurse will provide guidance around when testing would be considered appropriate.

If multiple students are in the precautionary room space at the same time, they should maintain six feet or greater distance from each other to the extent possible.

## SPECIAL EDUCATION PROCEDURES

Every child and adolescent with a disability is entitled to a free and appropriate education and-to special education services based on their individualized education program (IEP). Students receiving special education services may be more negatively affected by distance-learning and may be disproportionately impacted by interruptions in regular education. Depending on the needs of the individual child or adolescent, it may be difficult to adhere both to distancing guidelines and the criteria outlined in a specific IEP.

Attempts to meet physical distancing guidelines should meet the needs of the individual child and may require creative solutions, often on an individualized case-by-case basis. Additional safety measures for teachers and staff working with students with disabilities may need to be in place to ensure optimal safety for all. Examples may include but are not limited to:

- Using a clear plastic cover over a shared book;
- Utilizing a separate bucket of manipulatives or supplies for different cohorts and cleaning in between sessions with the students;
- Using a pointer to increase the distance between student and staff; and
- Providing services in smaller time chunks (less than 15 min/session, more days per week rather than one long session in a single day).
- Note: Any changes to IEP services must be discussed through the IEP team process.

### What happens to IEP services if there is a short-term student group, classroom or school wide quarantine?

If the student's IEP includes a contingency plan that covers this situation, then the LEA may implement the contingency plan, and provide notice to the parent that they are doing so. The LEA continues to be required

to provide FAPE that allows the student to make appropriate progress both in the general education curriculum and toward their IEP goals. LEAs must consider the change on the impact of FAPE and if changes to the IEP are needed, the LEA must conduct an IEP team meeting, or with parent agreement, use the I-10 form, Notice of Changes to IEP Without an IEP Meeting.

## Evaluations

Unless a student is unavailable due to a short-term quarantine, all evaluation/assessments must be conducted in person. If a student is under quarantine, all efforts must be made to complete evaluation/assessments remotely to the maximum extent appropriate. If an in-person assessment is required, they shall be completed on site when it is determined that it can be done safely (i.e., the student is not under a quarantine, school not ordered to close due to quarantine, etc.). Each school must designate a location (or locations) in which the student in person assessments can be administered.

All in person assessments must be by appointment only. Unless required for completion of the assessment, only the student will be allowed into the assessment area and parents must wait in an area designated by the building (or parents may leave and return within the timeline provided by the practitioner). All expectations for social distancing and the wearing of PPE apply as outlined above.

When scheduling the appointment, the practitioner must remind the parent of the health and safety considerations before coming in and let them know that if any of the following situations apply, they should not come in for the assessment. These considerations include:

- Any household member with signs or symptoms of a respiratory infection, such as any one of the following symptoms: fever and/or chills (subjective or confirmed >100.4 degrees F), cough, sudden loss of taste or smell, shortness of breath or difficulty breathing. OR any two of the following symptoms: fatigue, Muscle or body aches, headache, sore throat, congestion or runny nose, or nausea, vomiting or diarrhea.
- Contact, within the last 14 days, with someone with or under investigation for COVID-19, or ill with respiratory illness.
- The immune status/risk of household members; those who have a weakened immune system, over the age of 60 years, have chronic health conditions (e.g. heart disease, lung disease, diabetes), or other COVID-19 risk factors.

The parent and student will be expected to self-monitor symptoms prior to coming in. They should be referred to the Daily Self Screening for Students and Families guidance.

It is encouraged that contact is made with the parent the morning of the scheduled assessment to confirm prior to coming in. If unable to connect with the parent/guardian prior, the same considerations should be asked upon arrival for the testing session. If the response to any of the above are yes, then the session should be immediately canceled and rescheduled for a later date/time. All visitor requirements for masks and physical distancing apply to both the parent and student.

## HOME VISIT PROTOCOL

During the COVID-19 Pandemic, the following steps and precautions will be taken during and after all home visit interactions:

- Employee must wear RUSD identification.
- Employee must wear a face covering during visit.
- Employee must practice social distancing during the visit, whenever possible.
- Home visit interactions will occur outside, whenever possible, so social distancing can be practiced.

- If weather or other special circumstances do not allow for the home visit to occur outside, visit will then occur at an inside location previously determined by all participants in rooms with adequate space to ensure social distancing of three feet to the extent possible.
- Hand washing/sanitizing is required before and after visits (and during the visit if contact is occurring). Avoid touching frequently touched surfaces in the home.
- Avoid touching face, eyes and nose.
- If signatures are required for any reason, pens are single-use only and must be sanitized when employees return to the building.
- Exit the home visit as soon as possible if someone in the home is found to be ill. Report this immediately to [covid.reporting@rusd.org](mailto:covid.reporting@rusd.org) as well as your supervisor. Inform the family that the visit will need to be rescheduled.
- All RUSD staff will be required to wear a fabric face covering at all times when working with students and moving about in the home. If services must be provided closer than six feet due to the nature of the service, then staff will be in a surgical mask and will be expected to wear a face shield.
- If a RUSD staff member is working with a student who cannot wear a mask for medical reasons, the staff member will be required to wear a face shield in addition to a facial mask when in the same room with an unmasked student.

**Parents/Guardians should:**

- Notify the applicable RUSD staff member to cancel the scheduled appointment if any member of the household is sick or experiencing any symptoms related to COVID-19.
- Notify the applicable RUSD staff member if anyone in the household is in quarantine due to an exposure to a positive case or if anyone in the household has been diagnosed with COVID-19.
- To the extent possible wear, a mask when in the presence of an RUSD staff member.
- To the extent possible, provide an appropriate socially distanced space for the staff member to provide services or meet with the family and student.

## WORKING IN NON-PUBLIC SCHOOLS OR DAYCARES

The following guidelines apply to RUSD staff interacting with students attending a Non-Public School or Daycare/Community Site:

- RUSD requested that daycares, early education facilities and non-public schools provide documentation that outlines their safety protocols in regard to COVID-19. Protocols provided have been reviewed by the Health Services Supervisor prior to RUSD staff entering those outside non-public school facilities.
- Please reference the PPE guidelines above to determine appropriate PPE depending on the level of student interaction.
- Staff are always required to wear a fabric face covering when working with students and moving about in the school buildings. Medical/surgical masks are required when working closer than six feet.
- Frequent hand washing is required and hand sanitizer or sinks with soap and water should be readily available to staff and students. RUSD asks that staff utilize hand sanitizer before exiting their vehicles and applying their face covering.
- If RUSD staff is working with students who are unable to wear a mask for medical reasons, they are required to wear a face shield in addition to a medical/surgical mask when in the same room, distanced more than six feet from unmasked students whenever possible.
- For staff who require visibility of their mouth for services, clear face masks will be provided to staff for their use and used in combination with a face shield. An alternative would be the use of the Badger

Shield+ in combination with the clear mask.

- If services must be provided closer than six feet due to the nature of the service, not the size of the room, then staff will be provided with medical/surgical masks to be worn under their face shield.
- We ask that RUSD staff are provided with a separate area or room that is socially distanced from other students. For direct instruction, the number of students that can be served at a time will be determined by the size of the room.
- All related service times (i.e. PT/OT/ST for 15-minute sessions) should be strictly adhered to and six feet of social distance should be maintained as much as possible. It is understood that this is not always going to be possible so use of PPE is required when working more closely for longer periods of time.
- If these guidelines cannot be followed, then services will be provided remotely when possible.
- If RUSD goes remote, all sectors including daycares, Birth-to-3, and non-public facilities, etc. will be serviced remotely unless it is determined by the IEP team that in-person services are needed for the student to make progress towards their IEP goals.
- If public health or state or local governmental bodies mandate school closures all locations will educate and assess students remotely.
- If RUSD employees have questions or concerns regarding providing services to non-public students, they should report them to [soren.gajewski@rusd.org](mailto:soren.gajewski@rusd.org).

## ELECTRONIC RESOURCES

[Caring for People with Disabilities | COVID-19](#)

[CDC Coronavirus](#)

[CDC Guidance on Toys](#)

[Coronavirus Disease 2019 \(COVID-19\) | CDC](#)

[COVID-19 Infection Control Checklist for K-12 Schools](#)

[COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[COVID-19 Special Education Question and Answer Document \(Revised 10/8/2020\)](#)

[DHS face coverings Q&A for families](#)

[Duration of COVID on surfaces](#)

[Guidelines for the Prevention, Investigation, and Control of COVID-19 Outbreaks in K-12 Schools in Wisconsin Home | Occupational Safety and Health Administration](#)

[Interim COVID-19 Infection Control and Mitigation Measures for Schools](#)

[Mask Exemptions During the COVID-19 Pandemic—A New Frontier for Clinicians](#)

[National Association of School Nurses: Home](#)

[Occupational Safety and Health Administration](#)

[Operating schools during COVID-19: CDC's Considerations \(OSHA Respiratory Protection/PPD\)](#)

[People with Disabilities | COVID-19](#)

[PPE Considerations for Schools July 23, 2021](#)

[School Guidelines for the Prevention, Investigation, and Control of COVID-19 Outbreaks in K-12 Schools in Wisconsin Schools](#)

[School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit Strategies for Protecting K-12 School Staff from COVID-19](#)

[The National Institute for Occupational Safety and Health \(NIOSH\)](#)

[DPI COVID-19 Information](#)

[WI Department of Health Services COVID-19 Information](#)

[City of Racine Public Health Department COVID-19 Information](#)

[Central Racine County Health Department COVID-19 Information](#)

[CDC's Operational Strategy for K-12 Schools through Phased Mitigation Transmission of SARS-CoV-2 in K-12 Schools](#)