Windsor C-1 School District

REVISED
Re-Entry Plan
August 5, 2020

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2020
ST. LOUIS POST-DISPATCH
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Return to School Document

The Windsor C-1 School District is offering the following guidance with regard to returning to our regular school setting, which is scheduled to begin on August 24, 2020.

This document is based on our local leadership decisions, which have been derived from guidelines established by local government and health authorities, based upon current factors and information, which have changed considerably since the original document was sent out on July 20, 2020.

This is a “working document” and is without question subject to change, as new information is obtained and regulations evolve at local and regional levels.

Jefferson County Health Director, Kelley Vollmar, stated the following on August 3, 2020:
“Community spread of COVID-19 within Jefferson County is increasing at a very concerning rate; it is imperative that residents immediately begin implementing preventative actions such as wearing masks, socially distancing, and avoiding mass gatherings in order to protect the public health of our families, friends, and neighbors.”

It is important to note that while the District will make every effort to provide a safe and healthy environment for our students and staff, there are inherent risks with participation in group activities during this time. Therefore, the District cannot guarantee that your child will not be exposed to the virus or those who may have been affected; but, as we always do, the District will continue to prioritize the safety of your child.

As a District, we are involved in several communication meetings with our local and regional schools, as well as our local health department and county officials, on a weekly basis, and we have been since school was last in session on March 17, 2020. With all that we are hearing in these meetings, and the many changes that continue to evolve by the day and on some occasions by the hour, please be sure to have plans made well in advance regarding the arrangements that you will need to make for your children if school were not to open or if there is a closing somewhere down the road, as we move forward.

I am sure that each of you have a childcare plan in place, as you have had to have this aspect accounted for, since we have not been in school since March. But, we want to make sure you have that backup plan accounted for well in advance of needing it, as in all honesty and in regardless of the planning that has been involved, it is simply impossible to determine what lies ahead, as related to the epidemic and the interruptions that it will continue to bring to our lives and our children’s education. We are all optimistic and highly hopeful; but, we have to plan for whatever the reality may become.

Introduction:

Schools in our community were impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID-19. As we have moved through this pandemic, we have learned that children are less vulnerable to infection and are
unlikely to become seriously ill with COVID-19. The profound negative impact of loss of in-person schooling on the well-being of children has been well documented and thus we are preparing for the return to school for the 2020-2021 school year.

However, we must be attentive that this public health crisis has not ended. Adults, particularly those who are older and those with underlying health conditions, are at increased risk of serious illness from COVID-19. Our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and armed with a protocol to respond to a case of infection. Schools must be poised to adapt to new emerging information in order to create a safe and robust educational experience. Although planning for this “new normal” may create some inconveniences, if we work together as a community, we will help ensure that our students, staff and faculty will stay healthy and will reduce the chance of significant educational disruptions.

- As of July 13, 2020 in Jefferson County, Missouri, there had been 44 total cases reported in the 0-19 age group (or 5.7% of all cases in Jefferson County), which equates to 4.41 cases per 10,000 residents ages 0-19. As of August 3, 2020, these numbers have grown exponentially to 144 total cases reported in the 0-19 age group.

- The percentage of positive tests, overall for all age groups, has increased from 6.1% to 11.8% testing positive from July 13th to the present.

- As of August 3, 2020 in Jefferson County, Missouri, there have been 0 reported Covid-19 hospitalizations in the 0-19 age group.

- As of August 3, 2020 in Jefferson County, Missouri, there have been 0 Covid-19 fatalities in the 0-19 age group.

- As of August 3, 2020, of the 144 total cases reported in the 0-19 age group breakdown as follows:

  - 0-5 years – 1.6%
  - 6-10 years – 17.5%
  - 11-13 years – 1.0%
  - 14-19 years – 56%

- As a whole, Jefferson County has increased by 461 positive cases since the original reopening document was sent out on July 20, 2020.

- During the past 7 days, in our own Windsor C-1 communities, there have been approximately 100 new positive cases reported, which impacts a much larger amount of individuals due to the contact tracing involved.

**Student Learning Options**

I. **Hybrid Learning** –

With the current state of the increasing number of cases in the County and Region, the Hybrid Option is one of the two options that the District will begin the school year with, through September 11th.
At that time, the District will review the current health status of the County, see how social distancing numbers are being managed through the individual buildings, what is working effectively, what demonstrates potential issues, monitor attendance rates, and look at all factors to see how to proceed moving forward.

The District will then see if a 5-day “in person” learning would be manageable or if it were best to continue with the “Hybrid Learning” or if “Distance Learning” with OWLS@HOME would be the most practical and beneficial moving forward.

Hybrid learning will be utilized based upon the increase of COVID-19 related issues for students, staff, and/or the general increase of incidents in the County, as has been noted in the last several weeks since the original plan was communicated.

Students will attend classes in person on either Monday, Tuesday or Thursday, and Friday with Wednesday used as a virtual day for all, as well as a day of deep cleaning and disinfection for District facilities.

During this scenario, a single student, for example “Student A”, would only attend two of those four days that classes are offered, typically on Monday and Tuesday, while another new group of students, for example “Student B”, would be on campus for in person learning on Thursday and Friday.

II. Distance Learning Education (OWLS@HOME) – This option remains and students will be able to choose OWLS@HOME for their student learning and instruction.

If families choose not to send their child to school due to COVID-19, the District will offer the “OWLS@HOME” distance learning and instruction. The OWLS@HOME plan will also be utilized, for all students, if the District should experience a disruption in learning, as occurred in March 2020.

Families that believe that distance learning might be their best option, should first begin by scheduling a meeting with their building principal. The initial meeting will provide further guidance in determining if this is the most viable option for a particular family/student.

III. 5 – Days a week “In Person” Learning – This will not be an option starting the school year on August 24th, due to the rise in positive cases within the County and Region.

This is the optimal learning option for students and for the District. There is simply no better learning opportunity and interaction than “in person” and “face to face” learning with students and teacher in the classroom.

When social distancing can be properly administered and the number of positive cases in the County are subsiding to lower levels, per the County Health Department, and attendance for “in person” instruction is strong, this will again move to the forefront of the desired instructional method.
Social Distancing
Social distancing is defined as staying at least 6 feet apart from others and remains one of the best preventative measures for reducing the spread of COVID-19.

It is recognized that this cannot be accomplished at all times, and distancing of at least 3 feet has been shown to reduce infections.

While children are unlikely to exhibit serious symptoms from COVID-19, social distancing helps prevent the spread to adults—especially those who may be at high risk.

The District will:

✓ Establish social distancing protocols for various activities during the school day—classroom, cafeteria, gymnasium, playground, etc.
✓ Establish a contained area (such as main entrance foyers) for parents when checking students in/out during the school day.
  o If others are waiting to check their student in, they should wait outside (in their vehicle if necessary) so there is a limited number of individuals in the contained area.
✓ Discontinue allowing nonessential visitors into the school.
  o Individuals should not be allowed to visit classrooms and should remain in a contained area if visiting the school is necessary.
✓ Administer a temperature check and health screening questions if a vendor (food suppliers to the food preparation areas, for example) is allowed into the school building.
  o Masks will be required for these individuals.
✓ Keep accurate records of anyone who has been inside a building in case an outbreak occurs to assist with contact tracing efforts.

Screening-Staff
The District will: Implement a health screening for all staff reporting to work.

✓ Conduct a temperature check and administer screening questions when staff member reports to work and/or
✓ Administer a daily self-assessment prior to reporting to work, without taking one’s temperature. Questions on the self-assessment will ask the following of the staff member:
  o Has the staff member had an unexplained onset of fever, cough, chills, shortness of breath, muscle pain, sore throat or loss of taste or smell?
  o If a staff member answers “Yes” to any of the screening questions, he/she will not be able to report to work.
✓ Implement random temperature checks to reinforce the practice of self-screening.

Screening-Students
The District will: Implement a health screening for all students reporting to school.
✓ Conduct a temperature check and administer screening questions when students report to school and/or
✓ Provide a protocol for parents to screen their children before sending to school. This will include a temperature check and screening questions similar to those administered to the staff.
  o Note that only a minority of children who have COVID-19 will have a fever.

✓ Before sending your child to school or practice, don’t forget to ask the questions below:
  o Do you have a temperature higher than 100.4* Fahrenheit? (*Windsor C-1 protocol for temperatures is 100.0.)
  o Do you have a household member or have you been in close contact with someone who has been diagnosed with COVID-19 in the past two weeks?
  o Do you have symptoms of lower respiratory illness such as a new or worsening cough, shortness of breath, or difficulty breathing?
  o Have you experienced any chills or repeated shaking with chills?
  o Have you experienced any muscle pain or headache (different than normal exercise-induced pain, your seasonal allergies, or other diagnosed condition)?
  o Have you experienced any sore throat (different than your seasonal allergies or other diagnosed condition)?
  o Have you experienced any recent loss of taste or smell?
  o Have you experienced any recent diarrhea or vomiting?

✓ If the answer is “YES” to any question, you must stay home and contact your doctor, if needed.

When Someone Is Sick

We have a culture of working or going to school, when one is sick. We must work towards changing that culture and encourage staff and students to stay home when they are feeling ill. This message will continually be communicated to staff, parents and students.

We must strive to keep sick people at home.

The District will: (when someone is identified with symptoms):

✓ Remove the individual immediately.
  o If it’s a staff member, that individual will be sent home immediately.
  o If it is a student, they will be removed from the classroom until arrangements can be made for them to be picked up by a parent or guardian.

✓ The person should be advised to contact a healthcare provider if they exhibit symptoms or answered YES to any screening question/s.
✓ The healthcare provider will be able to determine whether the symptoms are a result of COVID-19 infection or if there are other health issues.
✓ Contact the Jefferson County Health Department.
  o They will make the determination when it is acceptable for the person to return to work or school.
✓ Follow the guidance of the local health department regarding contact tracing, classroom or school closure, notification of community, sanitizing protocols, etc. if a case of COVID-19 is identified within the school.
Face Masks (or Face Shields) - Staff

The District will:

- All District employees will be required to wear a mask/shield/face covering when within 6 feet of others or in common areas.
- Require other adults, who are not staff members, who are in the building to wear a mask at all times.
- Provide medical grade face masks, eye protection and other PPE to nurses and other staff for use when working with students who become ill at school.
- Instruct staff in the proper manner in which a mask should be worn.
  - Efforts should be made to destigmatize the wearing of face masks to protect those individuals who need to wear one.

Face Masks-Students

The District will:

- When students are physically present on campus, face coverings will be required at certain times throughout the day (on buses, during transitions, and when social distancing is not possible).
- All masks must meet school dress code guidelines.
- Masks must be in clean, sanitary condition.
- Students may not share masks or provide masks to other students at school.
- Younger students (K-2) who are less able to comply with a requirement to wear a face mask should not be asked to do so.
- Students who are in a high risk group (previous health concerns, immune deficiency, etc.) will be highly encouraged to wear a face mask at all times.
- Instruct students in the proper manner in which a mask should be worn.
  - Efforts should be made to destigmatize the wearing of face masks to protect those students who need to wear one.

Gloves-Staff (Gloves are not necessary or required for students.)

The District will:

- Provide gloves for health care workers, such as school nurses, who will be working with sick or individuals who are suspected to be sick.
  - A fresh pair of gloves should be worn when working with each new individual.
- An individual should use hand sanitizer before putting on gloves and then once again after removing gloves.
- Require custodians to use gloves whenever cleaning.
Hand Washing—Staff and Students

The District will:

✓ Require hand washing upon entering the building, before eating, after eating, before any group activities and before boarding buses.
✓ Recommend hand washing any time the face/mouth are touched.
✓ Provide hand sanitizer in classrooms and hand sanitizing stations throughout the building.
✓ Signage will be in all buildings as a reminder to maintain a safe and healthy environment.

Water Fountains—Staff and Students (note: the CDC has not issued specific guidance, as it relates to water fountains)

The District will:

✓ Provide water bottle filling stations.
✓ Drinking fountains will be disabled, except for those with bottle-filling capabilities.
✓ Water bottles may be brought to school; but, must be in a clean, sanitary condition.

Staff Restrooms

The District will:

✓ Administer at least one deep cleaning a day and clean/wipe down high touch surfaces throughout the day.
  ○ High touch surfaces can transmit the disease but it’s not a high instance.
✓ Maintain a cleaning log to assist with contact tracing if necessary.

Student Restrooms/Usage

The District will:

✓ Limit the number of students in the restroom.
✓ Administer at least one deep cleaning a day and clean/wipe down high touch surfaces throughout the day.
  ○ High touch surfaces can transmit the disease but it’s not a high instance.
✓ Maintain a cleaning log to assist with contact tracing if necessary.
✓ Implement scheduled restroom breaks so each grade/class can go at a specific time and avoid mixing students from different classes.
✓ Mark spaces outside restrooms to provide visual cues to ensure social distancing while waiting.
Visitors to the Building

The District will:

✓ Discontinue allowing non-essential visitors into the building. Schools will utilize virtual meeting options to limit visitors whenever possible. When visiting a building, the visitor must remain in the contained area (entrance foyer) identified by the school and wait in their vehicle if necessary to limit the number of visitors in the contained area.
✓ Any visitor that is allowed to enter the building will be required to wear a mask and will be administered health screening questions.
✓ Accurate records will be kept of anyone who has been inside a building in case an outbreak were to occur, which would assist with contact tracing efforts.

Transportation

School bus transportation may not readily allow for physical distancing. However, strategies to reduce contact on buses and risk of infection will be implemented.

The District will:

✓ Screening of COVID-19 symptoms at home prior to getting on the bus.
✓ Encourage hand hygiene upon boarding the bus.
✓ Assign seats to reduce transmission and assist with contact tracing if necessary.
✓ Seat sibling together.
✓ Establish a protocol for loading and unloading of buses to minimize student contact such as loading the rear of the bus first.
✓ Establish cleaning protocols for sanitizing each bus in between routes (see Cleaning and Disinfecting).
✓ Students choosing to ride the school bus will be required to wear masks while being transported on the bus.
✓ Bus drivers will be required to wear face masks and/or face shields. These will be provided for drivers, as requested.
✓ Parents are highly encouraged to transport students to and from school, if possible.
✓ Having windows open when safe and weather-permitting.

Food Service

The District will:

Given this new pandemic normal that encourages physical distancing and contact tracing, the District will serve meals a little differently in the cafeteria this year. This plan will address personal safety, food safety, cafeteria procedures and protocol, menu choices, and continuing to provide healthy meals.

#1 – Pre-shift health screenings
✓ All employees will go through a mandatory pre-shift health screening to ensure no associate works while showing any symptoms of illness. This includes a temperature screening and a recent health questionnaire.

#2 - Food Service staff interaction with students and other customers
✓ The Chartwells staff will be operating the service and point of sale stations with new PPE (personal protective equipment) including facemasks and single use gloves at all food service stations, and face shields at the registers.
✓ Sanitizer will be available and utilized regularly at all service locations

#2 - Meal preparation and presentation
✓ All meals will be prepared on a newly sanitized surface
✓ All breakfast meals will be served in a Grab & Go style. The meals will be packaged complete with all components necessary to meet USDA guidelines.
✓ All lunch items, including entrees, sides, beverages, and cutlery will be individually packed or wrapped.

#3 – Physical Distancing
✓ Students will be asked to follow social distancing guidelines while in the serving lines and each student will sanitize their hands upon entering the service area
✓ There will be marked seats that will not be utilized to allow students to sit and eat at a safe distance.
✓ Additional seating will be made available in gymnasiums and more meal service times have been scheduled to decrease the number of students being served in each shift.

#4- Post Service Sanitation & Training
✓ There will be additional sanitizer utilized in between lunch shifts specifically designed to kill viruses (including COVID-19)
✓ All food service personnel both current and newly hired will be required to be trained on the Chartwells K12 COVID-19 safety protocols. As new information is made available and the training is updated, associates will be retrained.

Cleaning and Disinfecting - The Centers for Disease Control and Prevention (CDC) has provided guidelines regarding cleaning and disinfecting the buildings and other related areas.

The District will:
✓ Require the use of disposable gloves when cleaning and disinfecting.
✓ Maintain daily cleaning logs at each building.
✓ Provide a deep cleaning procedure with recess equipment.
✓ More frequent cleaning and disinfection will be required based on the level of use.
✓ High touch surfaces and objects (such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) in public places will
be cleaned and disinfected regularly throughout the day.
✓ Utilize EPA-registered household disinfectants, properly diluted bleach solutions, or alcohol solutions with at least 70% alcohol.
✓ Utilize Ionogen, which is an all-natural, scientifically proven cleaner that is non-toxic to staff and students and leaves no residue behind.
  o Ionization instruments are utilized to dispense the sanitizer, which mists and fogs areas to be cleaned. These areas can then be ready for use within approximately 15-20 minutes.
  o Ionogen saturates the room with a microbial substance that purifies and removes pathogens from the air.

Social and Emotional Well-Being

This pandemic has caused stress on staff and students. From prolonged absences to fear of the unknown to deaths related to COVID-19, there have been a variety of stressors on our school community.

The District will:

✓ Consider adopting an approach of universal services for mental health support for all students and staff.
✓ Provide training to teachers and other staff on how to talk to and support students during a pandemic and psychological first aid.
✓ Consider contacting students who do not return to school with a wellness check-in as they may be experiencing school avoidance due to anxiety related to the pandemic.
✓ Provide additional support to students who may be exhibiting suicidal ideation or grieving due to loss of a family or friend, or missed experiences.
✓ Consider implementation of academic accommodations for students having difficulty concentrating or learning new information due to stress associated with the pandemic.

When a Case is Identified

If an individual within a school building is tested positive for COVID-19, schools must work with their local health department. One could expect some of these parameters to be put in place:

✓ Identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes.
  o If specific contacts cannot be identified, everyone may be asked to quarantine who was in the same room, bus or other areas.
  o Schools will need to keep room/bus logs or photos in order to assist with contact tracing.
  o By having a seating chart, bus seating charts or photos, the number of students required to be quarantined can be minimized.

✓ The County Health Department suggests that if over 5% of the student body in a building or the District, as a whole, test positive on any given day, 4% test positive over 2 days in
a row or 3% test positive for 3 days in a row, then that building or district closes for 10
days (percentages may change when better scientific data becomes available).

✓ Schools need to ensure there is a space to accommodate a sick student or staff member
until the individual can leave the building.

✓ In the event a person diagnosed with COVID-19 is determined to have been in the
building and poses a risk to the staff or students, a school may close for 1-2 days for
cleaning and disinfection of that building or exposed area if unable to clean during the
nighttime closing.

Please note the following procedures one must follow in order to return to
school if they are removed due to a positive test or for coming into contact
with one who has.

If one has been sick or tested positive or if they have come into contact with someone who
has tested positive the following procedures will have to occur in order to return to school.

1. If one has tested positive for the virus, a release from isolation letter from the Health
Department will need to be presented stating that one has been cleared to return to school.
The school does not have the authority to approve one’s return to school.

2. If one has been within a 6-foot space, for at least a 15-minute duration, from someone
who has tested positive, and has been placed under quarantine from the local health
department, then a release letter from the Jefferson County Health Department will need
to be presented stating that one has been cleared to return to school. The school does not
have the authority to approve one’s return to school.

If the individuals in question do not fall under categories #1 or #2, due to the fact that they
have not gone directly through the Jefferson County Health Department, please refer to the
following:

3. If one has tested positive for the virus, in another county or through a physician, they will
need to present a release from their particular county or their physician. The school does
not have the authority to approve one’s return to school.

4. If one has been within a 6-foot space, for at least a 15-minute duration, from someone
who has tested positive, and has been placed under quarantine by the school or
themselves, and not from our local health department, then they will be able to return to
work or school upon completion of their 14 days of quarantine, as long as they have no
symptoms develop during those 14 days. The school district will keep in communication
with those individuals to insure compliance for their return.

5. If one is in the same home of someone who has tested positive, that person is able to
continue coming to work or school, as long as they haven’t been within 6 feet of that
person for more than 15 minutes. If they have been within 6 feet for more than 15
minutes with the individual who has tested positive, then they will need to be
quarantined, as well for 14 days. The school district will keep in communication with those individuals to insure compliance for their return.

6. If one is in the same home of someone who is being quarantined, but who has not tested positive, that person is able to continue coming to work or school, as long as they have no symptoms. During the time that their family member is under quarantine they will need to use all precautions such as wearing a facemask and staying further than 6 feet from the individual. The school district will keep in communication with those individuals to insure compliance for their return, if that were to result.

Parent/Guardian Support

During such an unparalleled time where no one has any past experiences to draw from, it will be imperative for the parents/guardians and the District to fully work together.

Here are some ways this can occur:

✓ Understand this plan is constantly evolving and will more than likely be adjusted to meet the requirements of health or state officials.
✓ We ask for your patience and understanding as we work through this first semester.
✓ Screen your children at home daily before sending them to school and please keep them home if they begin to show signs/symptoms of COVID-19.
✓ Communicate with the school if your child will not be attending due to illness.
✓ Keep students from large gatherings outside of school, especially if proper protocols are not being followed such as face coverings and social distancing.
✓ Communicate with your building prior to August 14, 2020 on what option works best for you and your family, whether that option be “hybrid” or strictly virtual.
✓ Please keep in mind that grade levels, specific classes, sports/activities or the entire District could be shut down due to increased cases of COVID-19.

Communication with Parents

We want to sincerely thank you for your continued support during this time. The administration, like you, has been closely watching the impact of COVID-19 as it affects our community more and more each day.

As of now, we are scheduled to return to student instruction on August 24th. We will follow the Department of Health and Senior Services and Department of Elementary and Secondary Education guidelines and work closely with our local health department to keep students and staff as safe as possible. We know this year will be an adjustment for everyone and things may continue to change as the course of this virus changes. We greatly appreciate the hard work of our entire staff who is committed to making this a safe environment.

As the school year progresses, we will continue to utilize contact tracing and health department guidelines to notify those who need to know when someone in our school community tests positive. When in doubt, we will err on the side of notifying more people than the guidelines state if we ever feel notification is needed to keep you or your child safe.
I want to thank you again for your support during this time. We will continue to get through this era of our lives and work together to make the 2020-2021 school year the very best it can possibly be.

Please be aware that these guidelines are subject to change, as we receive new information and guidance from our local health agencies.

We greatly appreciate the cooperation of our students, staff and community during this time of transition.

References

Jefferson County Health Department COVID-19 Guidance Indicator
http://jeffcohealth.org/unite-jeffcomo

CDC Reopening Guidelines for Schools and Youth Programs

EPA Recommended Guidelines for Cleaning and Sanitizing
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

DHSS Recommended Guidelines for Reopening

Missouri School Board Association
https://www.mosba.org/2020/04/05/msba-resources-for-the-covid-19-pandemic-2/