



# WINDSOR C-1 SCHOOL DISTRICT

ADMINISTRATIVE OFFICES

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## COVID-19 Guidelines and Protocols 2021-2022 School Year

The guidelines and protocols outlined in this document are subject to revision as needed to reflect local, state, and federal guidance.

### Introduction

Our schools are designed to educate students through social, face-to-face interactions, in relatively close spaces and in large groups. The benefits of this approach to education are well accepted. With an increased number of the population being vaccinated as well as new guidance from the CDC and our local health department, we are able to make changes to our reopening plans from the previous year.

We also know our community prioritizes student and staff safety and expects a thoughtful and common sense approach to a COVID response plan. As we plan for a school year we will continue to monitor new information on the COVID-19 pandemic and make changes as needed based on cases in our schools and community and new research as it becomes available.

The Windsor C-1 School District will be accessible to all students. Research over the course of this past year has clearly shown us the overwhelming benefits to in-person instruction. Accordingly, we will not be offering virtual instruction as we did last year, which was taught by our District staff members. Rather, a student who chooses to apply to attend courses virtually will have to do so through the MOCAP program only.

### General Guidelines

The Windsor C-1 School District is offering the following guidance based on local leadership decisions, which have been derived from guidelines established by local government and health authorities, based upon current factors and information. This is a “working document” and is subject to change, as new information is obtained and regulations evolve at local and regional levels.

**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 and in-person attendance, 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 the District will continue to prioritize the safety of your child.**

### **General Parameters:**

#### **The District will:**

- Limit nonessential visitors into the school.
- Have procedures in place for staff or students when they become or are sick.
- Establish social distancing protocols of three (3) feet for various activities during the school day to the best extent possible—classroom, cafeteria, gymnasium, playground, etc.
- Continue to practice mitigation strategies that research has shown to be effective.

## **Staff**

**The District will:** Ask staff not to report to work should they have any symptoms of COVID-19

## **Screening-Students**

We have a culture of working or going to school when one is sick. We must work towards changing that culture and encourage everyone to stay home when they are feeling ill.

The Department of Health and Senior Services and the Department of Elementary and Secondary Education advise districts not to implement screening procedures that would force bottlenecks at building entry points, “creating unnecessary situations where students cannot maintain adequate physical distance from one another.”

Therefore, all families are required to self-assess their daily health situation prior to getting on the bus, attending school, or attending/participating in other extracurricular event(s) in order to determine if they are ill or are at risk of exposing others to COVID-19.

If students answer yes to any of the following questions, they should NOT come to school that day. Absences should be reported by calling your child’s building attendance number listed below.

Individuals are advised to contact a healthcare provider if they exhibit symptoms or answered YES to any screening question(s).

District Staff will also be watching for signs and symptoms of illness as students enter the building and classrooms.

The District will provide a protocol for parents to screen their children before sending to school. This will include a temperature check and screening questions, as follows:

- ✓ Do you have a temperature higher than 100.4\* Fahrenheit? (\*Windsor C-1 protocol for temperatures is 100.0.)
- ✓ 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?

- ✓ Do you have symptoms of lower respiratory illness such as a new or worsening cough, shortness of breath, or difficulty breathing?
- ✓ Have you experienced any chills or repeated shaking with chills?
- ✓ Have you experienced any muscle pain or headache (different than normal exercise-induced pain, your seasonal allergies, or other diagnosed condition)?
- ✓ Have you experienced any sore throat (different than your seasonal allergies or other diagnosed condition)?
- ✓ Have you experienced any recent loss of taste or smell?
- ✓ 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**

Encourage staff and students to stay home when they are feeling ill. This message will continually be communicated to staff, parents, and students.

CDC [COVID Isolation and quarantine](#)

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

- Remove the individual immediately.
- If it's a staff member, that individual will be sent home immediately.
- If it's 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 one's local health agency.
- Assist 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.

## **Contact Tracing**

- **Windsor C-1 will follow all guidance of the CDC and the Local Health Department when it comes to quarantines and isolations.**
- **Windsor C-1 will continue to use seating charts in classrooms and social distance, to the extent possible, in cafeterias to assist in contact tracing.**
- **The Health Department will not be quarantining any individual who is wearing a mask.**



**Missouri Department of Health and Senior Services**

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711

**Randall W. Williams, MD, FACOG**  
Director



**Michael L. Parson**  
Governor

August 7, 2020

**Immediate Initiation of Contact Tracing for School Children**

The Director of the Department of Health and Senior Services, finding it necessary to protect public health and prevent the further spread of COVID-19, pursuant to the authority granted under section 192.020, RSMo, and 19 CSR 20-20.040, hereby orders the following:

Upon receipt of a positive COVID-19 test for any individual at least three (3) years of age but no older than twenty-one (21) years of age, the local public health agency, as defined by 19 CSR 20-20.010(27), shall begin contact tracing such individual as soon as possible, but no longer than twenty-four (24) hours from the time of receipt.

The local public health agency shall prioritize notifying the COVID-19 school point of contact for the individual, so that the school may assist the local health authority with expedited contact tracing.

If a school is notified of a relevant positive COVID-19 test result, the COVID-19 school point of contact will immediately notify the local health authority.

Appropriate control measures, as determined by the local public health agency, shall also be established as soon as possible to protect public health.

This order is limited to the contact tracing of individuals at least three (3) years of age but no older than twenty-one (21) years of age and does not purport to modify any other provision of Missouri law or regulation. Further, this order does not purport to waive federal privacy laws, such as the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its requirement, when applicable, to only release the minimum necessary protected health information to accomplish the intended purpose.

This order shall remain in effect until June 30, 2021.

A handwritten signature in black ink, appearing to read "Randall W. Williams".

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Randall W. Williams, MD, FACOG  
Director

[www.health.mo.gov](http://www.health.mo.gov)

**Healthy Missourians for life.**

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

## **Transportation**

### **The District will:**

- Follow the federal mandate requiring masks being worn on school buses.
- Parents are encouraged to transport students to and from school, if possible.
- Assign seats to reduce transmission and assist with contact tracing if necessary.
- The District will attempt to “family load”, where all members of one’s family will sit together.
- Be following specific guidelines to provide social distancing to the best extent possible.

## **Food Service**

Breakfast and lunch will continue to be free to all students.

### **Freer Elementary/Windsor Elementary/Intermediate Center**

#### **Breakfast**

- Breakfast carts will be stationed near entry ways for a grab n go style
- It will consist of the entree, fruit, and milk.
  - If the meal requires a utensil it will be packed
- We will have multiple stations set up near entry ways to avoid student congregation

#### **Lunch**

- Students will come to the cafeteria at their designated times.
- The meal will be served to each student
- Students will have the option to pick their fruit, vegetable and flavor of milk.
- Once the class has passed through the line, cooks will sanitize the serving line before a new class enters.

### **Middle/High Schools**

#### **Breakfast**

- Breakfast will be served from the cafeteria
  - Students will build their meal by selecting choice of entree, fruit, and flavor of milk
  - All food will be easily portable to take to designated eating areas

#### **Lunch**

- Students will come to the cafeteria at their designated times.
- The meal will be served to each student
- Students will have the option to pick their fruit, vegetable and flavor of milk.

- Once the class has passed through the line, cooks will sanitize the serving line before a new class enters.

This process will be monitored regularly and adjustments will be made accordingly.

## **Masks**

**The District will:**

- Faculty and staff members will be strongly encouraged to wear masks when unable to social distance 3 feet apart.
- Follow the federal mandate requiring masks being worn on buses.
- Outside visitors will be limited. Vendors and Repairmen will be required to wear masks if they are in the building while students are in attendance.
- When students are physically present on campus, face coverings will be strongly encouraged. If both students are wearing a face covering, then quarantine will not be necessary.
- 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.

## **Hand Washing and Respiratory Etiquette – Staff and Students**

- Windsor C-1 will encourage students and staff to follow all CDC guidance on Handwashing and Respiratory Etiquette.

[Elementary Lesson for Handwashing](#)

[Middle/High School Lesson for Handwashing](#)

## **Cleaning and Maintaining Healthy Facilities**

- Windsor C-1 will continue its enhanced cleaning protocols, which include weekly fogging of the school buildings, wiping down of high traffic and touch areas.
- Staff will be encouraged to open windows when possible to increase ventilation in the building.

## **Water Fountains-Staff and Students**

**The District will:**

- Avoid groups congregating around water fountains waiting for access.
- Allow use of water fountains for filling water bottles only. Students will be encouraged to bring a water bottle from home.

## **Student Restrooms/Usage**

### **The District will:**

- Limit the number of students in the restroom.
- Administer at least one cleaning a day and clean/wipe down high touch surfaces throughout the day.
- 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.

## **Vaccination Efforts**

1. The District will work with the Jefferson County Health Department to inform the school community of regional vaccination opportunities.
2. The District believes vaccinations are a personal choice and will not require students or employees to be vaccinated. The District does realize the benefits to vaccination in terms of quarantine under CDC guidelines.

## **Continuity of Educational Services**

1. A virtual school option for those who qualify will be available utilizing an outside vendor.
2. An alternative method of learning is in place in the case of a building or classroom closure.
3. An alternative method of learning plan is in place for students who are required to isolate or quarantine.
4. Accommodations as necessary or as mandated by an Individualized Education Plan (IEP).

### **What This Means for The Windsor C-1 School District:**

**Windsor C-1 will NOT REQUIRE masks for staff and students, which started with Summer School 2021 unless the infection rate for staff and students in a school building trends in an escalated fashion, and/or in conjunction with new state and local mandates.**

- **Masks are required on school buses. (*This is a federal mandate.*)**
- **Windsor C-1 will continue to social distance to the greatest extent possible.**
- **Windsor C-1 will support students and staff who are high risk to wear masks, social distance, and get vaccinated when possible.**

- **DESE will no longer offer AMI-X days (Virtual Learning days due to COVID-19) for the 2021-2022 school year.**
- **Windsor C-1 will use seating charts in classrooms to assist in contact tracing.**
- **Windsor C-1 will offer full time virtual learning through the MOCAP/Launch programs only.**
- **In the event of a Covid outbreak Windsor C-1 will use the District AMI (Alternative Means of Instruction) Plan to educate students off campus and virtually.**
- **Windsor C-1 will send out surveys to gather community input when adjusting and updating this plan, if necessary.**
- **Windsor C-1 provide Covid updates, as needed, via multiple platforms (i.e., All Calls, Social Media, and SMS).**

**We greatly appreciate the cooperation of our students, staff, and community as we begin the revised mitigation strategies for the 2021-2022 school year.**