



FREEDOM AREA SCHOOL DISTRICT
BACK TO SCHOOL
2020 - 2021
PARENT/STUDENT GUIDE

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Dear Parents and Students,

This document is the final guide that you will receive prior to schools opening on September 1, 2020. This guide includes some recent information we received on August 19th from the Wisconsin Department of Health Services (DHS) in its “Guidance for the Prevention, Investigation, and Control of COVID 19 Outbreaks in K-12 Schools in Wisconsin,” and the Wisconsin Department of Public Instruction (DPI).

As you know, we are all learning something new about the COVID-19 Pandemic each and every day. Recommendations change constantly and often we are navigating a moving target as we plan. Due to the fluidity of the Coronavirus (COVID-19) disease, please know we will continue to monitor guidance and adjust these measures as necessary. We also know that there’s certainly no such thing as zero risk in anything we do, and that is certainly the case during a pandemic. There will be risk at school, but our goal is to keep it relatively low as long as all of us foster a culture of healthy compliance among students and staff, employ an array of strategies designed to keep everyone safe, and isolate outbreaks when they occur. We cannot plan for every individual possibility and will need your patience and respectful communication to address your specific needs after we open.

Our District and you play a key role in the overall development of our community. We are an essential service and strive to ensure that every student is given the opportunity to reach their potential through academics, the arts, and co-curricular activities. Our goal is to stay open five days-a-week while incorporating preventive measures and protocols designed to remain open. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

The health and safety of everyone remains a top priority. As a result, changes in the way our schools look along with new practices and protocols have been implemented. We will continue to evaluate, adapt, and implement our procedures and protocols in order to provide the safest environment throughout the 2020-21 school year.

In order to effectively maintain a safe and healthy learning environment, we will focus our efforts on the following three guiding principles: Physical Distancing, Social Grouping, and Risk Mitigation. This guide will provide you with an overview of these guiding principles along with other information to better prepare you for the weeks ahead.

Again, without a collective effort, it is very unlikely that our schools will stay open long obviously impacting every single parent, especially working parents in our community. The ability to work collectively also impacts our local businesses, our local charitable organizations, and really our entire community.

In closing, I would like to thank our entire Irish staff for their hard work and flexibility, the Board of Education for their concern and guidance, and each parent or student who took the time to provide positive feedback, suggestions, and/or support as we planned for a responsible reopening of our schools. Your efforts were appreciated.

Respectfully,

Kevin Kilstofte

FASD – District Administrator

****PLEASE NOTE:** THIS ENTIRE DOCUMENT WILL BE POSTED ON THE DISTRICT WEBSITE:
(<http://www.freedomschools.k12.wi.us/>)

GUIDING PRINCIPLES

- **PHYSICAL DISTANCING**
- **SOCIAL GROUPING**
- **RISK MITIGATION**



PHYSICAL DISTANCING

The #1 measure you can take to protect yourself against COVID-19 is to maintain physical distance, staying 6 feet apart from fellow students and staff whenever possible. We want you to prioritize your safety by following this basic guideline.

SOCIAL GROUPING

FES/FMS students will be strategically grouped together in smaller clusters and kept together throughout the school day to help lower the risk of COVID-19 exposure and spread. Students will stay in these same smaller groupings in class and lunch as much as possible. Students will have assigned seats to reduce exposure and help with contact tracing should that need arise. FHS students will travel throughout the school in set patterns between classes. For everyone's safety, students will need to be diligent in understanding and following the set patterns. Students can expect FHS staff to monitor lunch hour as students will need to social distance in this setting as well.

RISK MITIGATION

FACE COVERINGS / MASKS

To help protect you and others, the Board of Education approved a policy requiring everyone (students, visitors, parents, staff, etc.) to wear a face covering except when they are appropriately social distanced outdoors, have a medical exemption or a documented disability that does not allow the wearing of face coverings.

Again, if your child has an **IEP or a medical condition** that does not allow them to safely wear a face covering, you will need to do the following:

1. Get a **signed medical excuse** from your child's provider.
2. Submit the signed doctor's excuse to:

Emily Wendt, District RN
N4021 County Road E
Freedom, WI 54130
Fax Number: (920) 788- 7949
Phone: (920) 788-7944
Email: ewendt@freedomschools.k12.wi.us

3. Emily Wendt **will send you a signed note indicating you have received medical permission** to waive the face covering requirement.

YOUR MEDICAL EXCUSE MUST BE ON FILE BEFORE YOU COME TO SCHOOL ON SEPTEMBER 1ST. IF IT IS NOT, YOUR CHILD CAN EXPECT PARENTS TO BE CONTACTED AND TO BE SENT HOME.

Face Coverings Continued.....

As a reminder, face masks do **not** replace the need to maintain 6 foot physical distance. Wearing your mask correctly is the key to making it effective. Please see how to wear a cloth mask properly by going to the link listed below. The most effective masks can be secured with ties or ear loops. A recent Duke University study “Masks Save Lives: Duke Study Confirms Which Ones Work Best,” (<https://hartfordhealthcare.org/about-us/news-press/news-detail?articleid=27691&publicId=395>) suggests that gaiter masks along with bandanas are considered the least effective masks. The CDC also suggests that gaiters and valved masks are not as effective as others.

If your child needs a face covering, please do not hesitate to contact Emily Wendt, District Nurse, at 788-7944, and she will make arrangements for you to come to the District Office to pick up a face covering prior to the beginning of school. Also, each school will also have some extra masks for students who need them.

How to Wear a Cloth Mask Properly (Consumer Reports)

https://www.youtube.com/watch?v=Yc_yKQryMIQ

HANDWASHING

Another simple, yet effective strategy against COVID-19 is handwashing. Practice frequent handwashing and if soap and water are not available, use a hand sanitizer. Hand sanitizing stations are available in a variety of locations at each school as well as outside each classroom door.

DAILY HEALTH SCREEN

Freedom Middle School Students (Will Use the Skyward App to complete the daily screening)

Freedom High School Students (Will Use the Skyward App to complete the daily screening)

Freedom Elementary Students (Will **not** use the Skyward App) – A Set of the Same Questions

All **FMS/FHS students** (and staff) should perform a daily self-screen (in Skyward) prior to entering the building (or at the beginning of the first period class if computer access is an issue). Self-screening helps prevent sick or symptomatic individuals from spreading infection. For the most up-to-date possible symptoms please go to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

How to Access the Skyward App

1. Use your student username and password to login into Skyward.
2. Look at the top of your screen for the following:

The screenshot shows the Skyward Student Management interface for Freedom High School (600). The top navigation bar includes links for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area is titled 'Student Management' and contains several widgets. A red circle highlights the 'Wellness Screenings 08/26/2020' widget, which shows a table with one entry: 'Kevin Dean Kilstofte Today's Screening'. Other widgets include 'Jump to Other Dashboards', 'Skyward User', 'My Print Queue', 'District News', and 'Recent Programs'.

3. Click on the “Student Name – Today’s Screening” Link and the “screening questions” will appear.

Wellness Screening

Wellness Screening for Kilstofte, Kevin Dean

Screening Date: 08/26/2020 **Wednesday**

1. In the last 24 hours, have you experienced any of the following symptoms in a way not normal to you?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Yes No

2. In the last 14 days, have you been in close contact with a suspected or confirmed case of COVID-19 or tested positive yourself? ?


Yes No

Save
Back

4. Complete the daily screening and hit the “Save” button on the top right corner of the screen.

5. When completed, your screen will look like the following if you answered “no” to both questions:

Wellness Screening

 Based on your responses, you are feeling well enough for school today. [Back](#)

Wellness Screening for Kilstofte, Kevin Dean

Screening Date: 08/26/2020 **Wednesday**

1. In the last 24 hours, have you experienced any of the following symptoms in a way not normal to you?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

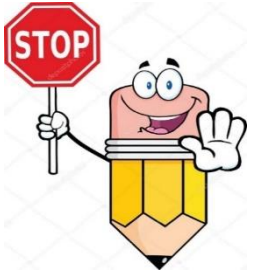
Yes No

2. In the last 14 days, have you been in close contact with a suspected or confirmed case of COVID-19 or tested positive yourself? ?

Yes No

FREEDOM ELEMENTARY SCHOOL PARENTS/STUDENTS

Note: We are asking the Freedom Elementary School Parents to “Post” the following “Before You Leave” Poster ([Next page](#)) in an inconspicuous place in your house to go through the questions each day. Thank you.



BEFORE YOU LEAVE...



1. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine your child?

YES- Your child should not go to school. The child can return 14 days after the last time they had close contact with someone with COVID-19

NO- Your child can be at school if they are not experiencing symptoms

2. Does your child have any of the following symptoms?

- ✓ Fever of 100.4 or above and/or chills
- ✓ New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, change in their cough from baseline)
- ✓ Shortness of breath or difficulty breathing
- ✓ New loss of taste or smell

YES- Your child should not go to school, they should stay away from other people, and you should call their health care provider

NO- Your child can be at school

3. Does your child have TWO or more of the following symptoms?

- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ New Headache
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea



YES- Your child should not go to school, they should stay away from other people, and you should call their health care provider

NO- Your child can be at school

UNDERSTANDING COVID-19 PROTOCOLS AND PRACTICES

Over the course of the next few weeks, we will likely be confronted with a situation that entails a case or contact with COVID-19, and we will have to take certain steps to control or eliminate this condition through guidelines established by our state and/or local health agencies. In an attempt to demonstrate some of the COVID-19 Scenarios or Protocols, we would like to define a few common terms and provide some sample scenarios:

COMMON VOCABULARY AND SHARED TERMS

There are a number of organizations and publications using a variety of terms related to education systems and the ongoing response to COVID-19. Vocabulary listed below outline the way that they are/will be used within the FASD

ASYMPTOMATIC COVID-19

An individual infected with COVID-19 who does **not** exhibit symptoms during the course of infection.

CONTACT TRACING

A strategy used by health departments to prevent the spread of infectious disease. It involves identifying people who have an infectious disease and people who they came in contact with and working with them to interrupt the disease.

CLOSE CONTACT

You are a “close contact” if **ANY** of the following situations happened while you spent time with a person with COVID-19 (even if they didn’t have symptoms): Had **direct physical contact** with the person (e.g., hug, kiss, handshake). **Were within 6 feet** of the person for **more than 15 minutes**. Had **contact with the person’s respiratory secretions** (e.g., sharing a drinking glass.) **Stayed overnight** for at least one night in a household with the person.

DAILY HEALTH SCREEN

A daily health screen includes temperature check and respiratory screening to help ensure those that develop symptoms of COVID-19 are not attending school.

HIGH-RISK INDIVIDUALS

Individuals who have underlying conditions that may increase the severity of contracting COVID-19.

MANDATORY REPORTING

The district is required by law to report a positive COVID-19 case in our schools to the Department of Health and Human Services.

MASKS

Cloth face coverings are worn to protect other people’s health by limiting the water droplets expelled into a space while breathing or speaking.

PHYSICAL DISTANCING

This practice involves keeping a six-foot distance from people when practicable to avoid exposure to water droplets expelled during breathing or speaking.

RISK MITIGATION

Strategies used to lessen and slow the spread of infectious diseases such as adequate handwashing, self-care and cough etiquette.

SELF-QUARANTINE

Staff and students experiencing COVID-19 like symptoms, suspected or confirmed COVID-19 should stay home and contact their health provider for direction on when it is safe to return to FASD facilities.

SOCIAL GROUPING

This practice involves strategically grouping students together in smaller clusters to help lower the risk of COVID-19 exposure and spread.

IDENTIFYING CLOSE CONTACTS

CLOSE CONTACT

You are a “close contact” if **ANY** of the following situations happened while you spent time with a person with COVID-19 (even if they didn’t have symptoms): Had **direct physical contact** with the person (e.g., hug, kiss, handshake). **Were within 6 feet** of the person for **more than 15 minutes**. Had **contact with the person’s respiratory secretions** (e.g., sharing a drinking glass.) **Stayed overnight** for at least one night in a household with the person.

Close contacts are determined if the classroom was arranged such that students and teachers were able to maintain 6 feet of distancing between themselves at all times or for no more than 15 minutes of cumulative time each day.

- **If desks are placed 6 feet apart, students remain at their desks throughout the duration of class, and the teacher remains at the front of the class at least 6 feet away from any students, there would be no close contacts identified in the classroom.**
- **If desks are placed less than 6 feet apart, students remain at their desks throughout the duration of class, and the teacher remains at the front of the class at least 6 feet away from any students, those students within the 6-foot radius of the case would be considered close contacts and should be placed in quarantine. The teacher and students outside the 6-foot radius would not need to quarantine.**
- **If the classroom is arranged such that students are moving freely throughout the classroom without maintaining 6-foot distance and interacting with the teacher, all students and the teacher would be considered close contacts and should be placed in quarantine, given that the duration of free movement exceeded 15 minutes total in a day.**
- **If the students move between multiple classrooms throughout the day and desks are placed less than 6 feet apart, those students within the 6-foot radius in each of the classrooms the case was in would be considered close contacts and should be placed in quarantine.**

Student Age

A student’s ability to maintain social distance in a classroom and avoid other forms of close contact with students, teachers, and staff will vary considerably with age. **Elementary-aged children** may not be able to maintain strict social distancing, and case interviews may not reliably identify close contacts. In these circumstances, the local health department may decide to quarantine classrooms/cohorts instead of individual students. In contrast, **middle or high school-aged youth** are better able to maintain some level of social distancing. If a case is identified in this age group, a more refined approach to contact tracing would be warranted as not all individuals in the classroom may meet the definition of a close contact.

PLEASE NOTE: It is important for parents and older students to understand what a “close contact” is and how it impacts our ability to keep our schools open. Essentially, it impacts us in a few ways. First, all identified “close contacts” will be sent home to quarantine and or isolate. Secondly, social distancing (staying 6 foot apart) is not just related to the classroom setting. It also includes hallway time, lunch time, and just “hanging out” time. Finally, if students are identified as a close contact, they will be contacted by the Outagamie County Health Department and/or the District to let you know that your child must quarantine for a certain period of time thus impacting the entire family dynamics for a period of time. Social distancing is a significant mitigation tool.

***THE NEXT THREE PAGES OFFER SOME DIFFERENT SCENARIOS**

COVID-19 SCENARIOS

WHAT IF A STUDENT BECOMES ILL AT SCHOOL?

1. Student feels unwell in the classroom – Tells teacher
2. Teacher calls office and informs them that a sick child will be coming to them
3. Teacher sends/escorts student to office
4. Office staff greets student at entrance and escorts them to a designated room
5. Office staff follow health protocols and makes determination if student is exhibiting COVID-19 like symptoms

MEETS COVID SYMPTOMS CRITERIA

- *Parent is contacted to pick up student
- *Parent has option to get student tested

DOES NOT MEET COVID SYMPTOMS CRITERIA

- *Follow typical health room protocols
- *Student may be sent back to classroom

WHAT IF A STUDENT TESTS POSITIVE FOR COVID-19?

1. Student tests positive for COVID-19
2. Student stays home and parent/guardian notifies school office of positive test
3. District Nurse follows up with positive case and contacts local health department
4. Students in close contact with the positive case are notified to stay home and self-isolate (Contact Tracing)
5. Students not impacted are notified there was a positive COVID case at their school and they may continue to attend school
6. Principal initiates remote learning plan for impacted students

RETURNING TO SCHOOL

If Test is Negative

Fever must be absent for 24 hours
Without use of medication

AND

Student must be symptom free for 24 hours

If Test is Positive

Fever must be absent for 24 hours
Without use of medication

AND

Other symptoms have improved

AND

A minimum of **10 days** have passed since symptoms first appeared



NOT a Close Contact to a COVID-19 Case

The following isolation and quarantine periods apply to students and staff who are **not close contacts to a COVID-19 case**. School-based health care providers should use this criteria, in consultation with the local health department to determine when students and staff can return to in-person instruction:

1. Students and staff who test negative for COVID-19 infection and have symptoms:

- The individual has been fever-free for 24 hours without the use of fever-reducing medications.
- If diagnosed with another condition that explains the symptoms, such as influenza or strep throat, no isolation or quarantine of close contacts is necessary. Follow guidance from the health care provider and exclusion period of the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart.

2. Students and staff who test positive for COVID-19 infection and have symptoms:

- The individual must isolate at home for at least **10 days** since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school.

Siblings, household members, and other close contacts should follow the [Close Contact to a COVID-19 Case](#) below.

3. Students and staff who test positive for COVID-19 infection but have no symptoms (are asymptomatic):

- The individual must isolate at home for **10 days** after the day the sample was collected.

Siblings, household members, and other close contacts should follow the [Close Contact to a COVID-19 Case](#) below.

4. Students and staff who are not tested for COVID-19 infection but meet the previously described symptom criteria:

- The individual must remain home for at least **10 days** since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.

Siblings and household members should follow the [Close Contact to a COVID-19 Case](#) below.

- If diagnosed with another condition that explains the symptoms, such as influenza or strep throat, no isolation or quarantine of close contacts is necessary. Follow guidance from the health care provider and exclusion period of the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart.

Close Contact to a COVID-19 Case

The following isolation and quarantine periods apply to students and staff who **are close contacts of a confirmed or probable COVID-19 case**. School-based health care providers should use this criteria, in consultation with the local health department, to determine when students can return to in-person instruction:

<p>1. Students and staff who remain asymptomatic during their quarantine period and are either not tested or test Negative for COVID-19 infection by PCR test:</p> <ul style="list-style-type: none">• Must quarantine for <u>14 days</u> from the date of last exposure before returning to school or day care.• If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the *case (*original person who was positive for COVID-19).
<p>2. Students and staff who remain asymptomatic during their quarantine period and test positive for COVID-19 infection:</p> <ul style="list-style-type: none">• Must isolate at home for 10 days from the day the sample was collected. <p><i>Siblings and household members and other close contacts should also follow the Close Contact to a COVID-19 Case to determine quarantine length.</i></p>
<p>3. Students and staff who develop COVID-19 symptoms during quarantine and are not tested for COVID-19 infection:</p> <ul style="list-style-type: none">• The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the *case (*original person who was positive for COVID-19).• The individual must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. <p><i>The criteria in both of the above bullets must be met before returning to school.</i></p> <p><i>Siblings, household members, and other close contacts should also follow the Close Contact to a COVID-19 Case to determine quarantine length.</i></p>
<p>4. Students and staff who develop COVID-19 symptoms during quarantine and test negative for COVID-19 infection by PCR while symptomatic:</p> <ul style="list-style-type: none">• The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the *case (* original person who was positive for COVID-19).• The individual must also be fever-free for 24 hours without the use of fever-reducing medications AND if diagnosed with another condition, they must complete the exclusion period for the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart. An alternative diagnosis is not required. <p><i>The criteria in both of the above bullets must be met before returning to school.</i></p>
<p>5. Students and staff who develop COVID-19 symptoms during quarantine and test positive for COVID-19 infection while symptomatic can return to in-person instruction and school activities after meeting the following:</p> <ul style="list-style-type: none">• The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school. <p><i>Siblings, household members, and other close contacts should also follow the Close Contact to a COVID-19 Case to determine quarantine length.</i></p>

COVID-19 HEALTH SCREENING CHECKLIST FOR CHILDREN

Person conducting screening should maintain 6 feet of distance from child while asking questions. Questions should be posed to parents of small children; children old enough to understand and answer for themselves may be asked directly. Tool intended to assist programs to screen for COVID-19, but should not replace other communicable disease screening tools or protocols for school programs.

PART #1

Has your child been in close contact with anyone who tested positive for COVID-19 or was diagnosed with COVID-19 in last 14 days?	<u>YES</u>	<u>NO</u>
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Has your child been diagnosed with COVID-19 by a health care provider in the last 10 days?	<u>YES</u>	<u>NO</u>
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Has your child developed any of the following symptoms within the past 24 hours?	<u>YES</u>	<u>NO</u>
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• Cough	<u>YES</u>	<u>NO</u>
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• Shortness of breath/trouble breathing	<u>YES</u>	<u>NO</u>
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• New loss or sense of taste or smell	<u>YES</u>	<u>NO</u>
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• Has your child taken medication in past 24 hours to lower temperature (Tylenol, ibuprofen)?	<u>YES</u>	<u>NO</u>
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*** IF YES TO ANY QUESTION IN PART #1, THE CHILD SHOULD BE SENT HOME.**

*** IF NO TO ALL THE QUESTIONS IN PART #1, PROCEED TO PART #2**

PART #2

Has your child developed any of the following symptoms within the last 24 hours?

Sore throat	<u>YES</u>	<u>NO</u>	Headache	<u>YES</u>	<u>NO</u>
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Unusual fatigue	<u>YES</u>	<u>NO</u>	Muscle or body aches	<u>YES</u>	<u>NO</u>
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❖ Nausea (sick to stomach) or vomiting	<u>YES</u>	<u>NO</u>	❖ Fever (≥ 100.4°F) or chills (would indicate fever)	<u>YES</u>	<u>NO</u>
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Runny nose or nasal congestion	<u>YES</u>	<u>NO</u>	❖ Diarrhea	<u>YES</u>	<u>NO</u>
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IF YES TO (2) OR MORE QUESTIONS IN PART #2, CHILD SHOULD BE SENT HOME.

IF YES TO (0) OR (1) QUESTION(S) IN PART #2, CHILD MAY REMAIN AT FACILITY/SCHOOL

CHILD TO BE SENT HOME

CHILD MAY REMAIN AT FACILITY/SCHOOL

- Record child's name, symptoms, and the date symptoms started in your "illness log/line list" (school form).
- Child should be immediately sent home to isolate and should be tested for COVID-19

- Child should wash (or sanitize) hands before having contact with other children or staff

RETURN TO SCHOOL



If you have been home because:

- ✓ You were sick with COVID like symptoms
 - ✓ You were the close contact of a confirmed case of COVID-19
 - ✓ You were being tested for COVID-19
- OR
- ✓ You were diagnosed with COVID-19

You may return to SCHOOL under the following conditions:

WITHOUT A COVID-19 TEST

- You have had no fever for at least 24 hours without the use of medicine that reduces fever
- AND**
- Other symptoms have improved (for example, when your cough has improved)
- AND**
- At least **10 days** have passed since your symptoms first appeared
- OR**
- If your healthcare provider chooses not to test you for COVID-19, you may return upon clearance from your healthcare provider

WITH A COVID-19 TEST

NEGATIVE

- You have had no fever for at least 24 hours without the use of medicine that reduces fever

POSITIVE

- You have had no fever for at least 24 hours without the use of medicine that reduces fever
- Other symptoms have improved (for example when your cough has improved)
- At least **10 days** have passed since your symptoms first appeared

DAILY MITIGATION PROTOCOLS

Please help us stop the spread of COVID-19 by following the below health and safety protocols.

Physical Distancing and Social Grouping

- Stay 6 feet apart from others whenever possible. This means if both people have their arms stretched out, they should not be able to touch each other.
- Students should **only sit in their assigned seat in class and in the lunch area.**
- Students should **stay in their assigned play area during recess.**

WHAT HAPPENS WHEN THERE ARE POSITIVE CASES IN MY CHILD'S SCHOOL?

HOW WILL PARENTS BE NOTIFIED IF WE HAVE ANY POSTIVE COVID-19 CASE IN THEIR CHILD'S SCHOOL?

OUTAGAMIE COUNTY HEALTH INFORMATION

During the school year, we expect that students and/or staff may either test positive for COVID-19 or become a close contact of someone else who tests positive for the virus. Regardless where (home, community, school, church, etc) one may contract the virus, the processes will be the same as far as school protocols go. The following information is from the Outagamie County Public Health Department (OCPH):

COVID-19 SCENARIO CONSIDERATIONS – FOR SCHOOLS

Scenario 1 - A student and family report a student COVID-19 positive confirmed by county public health.

Q: Who is a close contact and needs to quarantine for 14 days?*

A: An individual would be considered a close contact if any of the following situations occur:

- Had direct physical contact with the person (for example, a hug, kiss, or handshake).
- You were within 6 feet of a person with confirmed or probable COVID-19 for at least 15 minutes during a single day, while they were symptomatic or two days prior to symptom onset. For example, this could be 15+ minutes of sustained contact closer than 6 feet or three, five minute periods of contact closer than 6 feet over the course a day.
- Had contact with the person's respiratory secretions (for example, coughed or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items).
- Stayed overnight for at least one night in a household with the person. Strategies to reduce close contacts include classroom cohorts, minimizing opportunities for congregate settings, and wellness checks prior to entering facilities.

*Each case will be looked at individually. There may be variables that create a need for specific case guidance.

Q: Do we use the 6 feet for 15 consecutive minutes or physical contact?

A: See preceding question and answer.

Additional References: <https://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Q: Do we use 3 feet as stated in the American Academy of Pediatrics report?

A: OCPH recommends following the most current guidance from CDC and DHS. This current guidance indicates a minimum of 6 feet.

Q: What does OCPH do when someone tests positive?

A: If a student or staff member is tested, lab results are shared with the Public Health jurisdiction the client resides in through the Wisconsin Electronic Disease Surveillance System. When positive, Public Health is responsible for working directly with the individual to conduct a disease investigation. This investigation includes contact identification and contact tracing. If exposure at the school during the infectious period is identified, Public Health will reach out to the school directly.

Q: What may contact tracing in a school setting look like?

A: OCPH will make all attempts to work with the school administrator/school nurse to assess, identify, notify, and educate close contacts. Tools to assist in rapid identification may include line lists and school security/safety camera systems.

Scenario 2 - A staff member or student is a close contact and their test result is negative.

Q: How long do they have to quarantine after the negative test? Is it 10 days? 72 hours after symptoms? Come back immediately after the negative test?

A: A negative test result does not exempt a close contact from the requirement to quarantine, which may generally be 14 days minimum, but may be longer.

Scenario 3 - A student tests positive and rides the bus.

Q: Are we using the 6 feet for 15 consecutive minutes or physical contact for quarantine guidelines?

A: See answer to Scenario 1

Scenario 4 - A student and family report a student positive case and it is not confirmed by county public health.

Q: What process do we (schools) follow to confirm the case?

A: Public Health, whether Outagamie County or another jurisdiction, are notified of lab confirmed communicable disease cases via the Wisconsin Electronic Disease Surveillance System (WEDSS). School Administrators/School Nurses may contact OCPH with questions on specific case examples.

Scenario 5 – A student becomes symptomatic (at school or at home) and the parent/guardian refuses to test them.

Q: What happens next? Can/will the child be excluded from attending school?

A: Per the DPI School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit released on 7/21/20, Section 2: Limit Symptomatic and Asymptomatic Spread and Exclusion Criteria, the included strategy is to “Require ill staff and students to remain home and contact local public health officials for guidance.” “Ill student or staff should not return to school until they have met the criteria to discontinue home isolation.”

Scenario 6 – A student/staff person who previously tested positive for COVID-19 has returned to school and subsequently identified as a close contact to another student/staff person in the classroom/school.

Q: Does the student/staff person who previously tested positive need to quarantine?

A: Maybe; it depends on the situation (length of time between testing positive and being a contact, symptoms, etc.). We usually consult with the state for specific cases like this.



The next two pages are sample letters that illustrate the type of letters that will be sent home to parents/guardians incase of a positive case or a close contact situation in our schools.

Template Letter to Parents/Guardians – COVID-19 Case(s) in the School

Dear Mr. & Mrs. Parent,

This letter is to notify you that [a] student[s] or staff member[s] at FES/FMS/FHS has tested positive for COVID-19. We are actively working with the **Outagamie County Health Department** to quickly identify, notify, and quarantine any students or staff who may have come into close contact with them and who may be at risk of getting sick. We are also cleaning and disinfecting the school to control the spread of illness.

About COVID-19

COVID-19 is an illness caused by a new coronavirus. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Most people - especially young people - who get COVID-19 have mild illness, similar to having a cold or the flu. However, in others it can cause severe illness, such as pneumonia. Symptoms of COVID-19 include:

- Fever (temperature 100.4°F or higher)
- Cough
- Trouble breathing
- Chills
- Muscle/body aches
- Loss of sense of taste or smell
- Runny nose or nasal congestion
- Fatigue
- Nausea, vomiting, or diarrhea

**POSITIVE CASE
IN SCHOOL
SAMPLE LETTER**

The CDC's website has good information about COVID-19: www.cdc.gov/coronavirus.

What to Expect

If your child had close contact with a person with COVID-19, you will receive a separate letter with special instructions about monitoring symptoms, testing, and how to keep others in your home from getting sick.

If your child did not have close contact with a person with COVID-19 in our school, you will not receive another letter. However, everyone in your household should continue to stay home as much as possible, wash their hands frequently, keep 6 feet away from others, wear a mask or cloth face covering in public, watch for symptoms of COVID-19, and seek medical care when sick. If you know your child has an underlying health condition, you may wish to discuss the option of switching to online instruction with your health care provider.

Someone from the **Outagamie County Health Department** may reach out to you with questions. Please assist them as they work to investigate and control COVID-19 in our school.

Prevent Further Spread

The following guidelines will help to prevent further spread of illness at our school:

- Notify the school if your child is diagnosed with COVID-19.
- Notify the school if your child had contact with someone who you know was diagnosed with COVID-19.
- Keep students home from school if they are sick.
- Encourage good habits: frequent handwashing, covering coughs and sneezes, use of face coverings in public, and staying home as much as possible.

If you have any questions, please call Emily Wendt, District Nurse at (920) 788-7944.

Respectfully,

Kevin Kilstofte – FASD, District Administrator

Template Letter to Parents/Guardians- **Close Contact** to a COVID-19 Case in the School

Dear Mr. & Mrs. Parent,

This letter is to notify you that your son/daughter [Student Name] has been in close contact with a person at our school who has COVID-19. This means that your son/daughter is at higher risk of becoming ill from the virus. [Student Name] must stay home from school (self-quarantine) for 14 days. This is because it can take up to 14 days for someone to start having symptoms of COVID-19. For 14 days starting today, please monitor [Student] for any symptoms of COVID-19 and notify your health care provider and the Outagamie County Health Department at (920) 832-5100 right away if he/she becomes sick. Household members may continue to attend school and work as long as no one in the household develops symptoms or tests positive for COVID-19. If this happens, please stay home and contact your local health department.

About COVID-19

COVID-19 is an illness caused by a new coronavirus. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Most people who get COVID-19 have mild illness, similar to having a cold or the flu. However, in others it can cause severe illness, such as pneumonia. Symptoms of COVID-19 include:

- Fever (temperature 100.4°F or higher)
- Cough
- Trouble breathing
- Chills
- Muscle/body aches
- Loss of sense of taste or smell
- Runny nose or nasal congestion
- Fatigue
- Nausea, vomiting, or diarrhea

**SAMPLE LETTER
SHOULD YOUR CHILD
BE CONSIDERED A
CLOSE CONTACT**

The CDC's website has good information about COVID-19: www.cdc.gov/coronavirus.

Symptom Monitoring and Self-Quarantine

Twice a day, from today until [insert quarantine end date], please take his/her temperature and write down any signs of illness using the form on page 3 of "Next Steps: Close Contacts of Someone with COVID-19" (<https://www.dhs.wisconsin.gov/publications/p02598a.pdf>). If he/she becomes sick with any COVID-19 symptoms, please call the [insert county/city] Health Department at [insert phone number].

Get medical attention immediately if your son/daughter has any of these warning signs*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be woken up
- Bluish lips or face

Testing

The Wisconsin Department of Health Services and the CDC recommend that anyone who has had close contact with someone with COVID-19 be tested, whether or not they have symptoms. The test for COVID-19 involves a quick swab of the inside of the nose. Your child can be tested at your regular health care provider, a local clinic, or a community testing site.

Call your health care provider before you go to get tested. Tell them about your child's symptoms (if any) and that they had close contact with someone who has COVID-19. Take this letter with you to show the doctor.

You can look for a community testing site near you at: <https://www.dhs.wisconsin.gov/covid-19/community-testing.htm>. Keep in mind that some community testing sites will not test children under a certain age. Call ahead to be sure.

Please note: Your child will still have to remain home from school until their quarantine end date, even if they test negative.

Prevent Further Spread

The following guidelines will help to prevent further spread of illness at our school:

- Follow the steps in the provided flier: "Next Steps: Close Contacts of Someone with COVID-19."
- Monitor your child for symptoms.
- Contact your health care provider and the local health department if your child becomes sick.
- Keep your son/daughter self-quarantined for 14 days, or until you are notified by the health department.
- Encourage good habits: wash hands frequently, cover coughs and sneezes, stay home unless absolutely necessary, and use face coverings when in public.

We will work with the Outagamie County Health Department to notify you of the date when your child can return to school. In the meantime, if you have any questions, please call Emily Wendt, District Nurse at (920) 788-7944.

Sincerely,

Kevin Kilstofte – FASD District Administrator

ADDITIONAL INFORMATION

TRANSPORTATION

BUSING

Please remember that students (and bus drivers) are required to wear face coverings on the bus trips to and from school each day as social distancing will be limited. Each Lamers bus will have hand sanitizer available to use as you enter and depart the bus. Students will have assigned seats, and it is important that they only sit in these assigned seats.

CROSSING GUARDS

The District is providing Crossing Guards at three locations so that those Freedom Middle School and Freedom High School Students who choose to walk to school may do so. The District encourages these students to walk to school to help us reduce the number of students on our buses. The crossing guards will be at the following three locations:

Crossing Guard Locations

1. The corner of State Highway 55 and County Road E (Corner by District Office and BP Station)
2. The corner of State Highway 55 and County Road S (Corner near Freedom Foods)
3. By Middle School Parking Lot across from Mallard Lane (On Hwy S by backroad to Buzz's parking lot)

STUDENTS/PARENTS DRIVING TO SCHOOL

As we begin the new year with all the changes, we ask that you please be patient while driving to school and when you drop-off and/or pick-up a student/child at any of the schools. As you know, many families have stepped up to help out the District by driving to school versus riding the bus. As expected, our roads and parking lots will be more congested than usual. We will have the Outagamie County Sherriff's Department at each school to assist in getting us up and running for the first few days of school.

SCHOOL LUNCH

Virtual Students/Families – For those students who are remaining home for virtual instruction this fall, you (your family) will have an opportunity to participate in the regular hot lunch program at school if someone can come to the school and pick up the lunches daily. Normal charges will apply (free and/or reduced lunches are also honored). Mr. Greg Weis, Food Service Director, will contact the virtual families regarding this opportunity in the very near future.



RESOURCES AND REFERENCES

American Academy of Pediatrics

345 Park Boulevard
Itasca, IL 60143
www.aap.org

Centers for Disease Control and Prevention

1600 Clifton Road
Atlanta, GA 30329
www.cdc.gov

Emily Wendt, RN

Freedom Area School District
Phone: (920) 788-7944
ewendt@freedomschools.k12.wi.us

Kim Johnson, LPN

Freedom Elementary School
Phone: 920-788-7950
kjohnson@freedomschools.k12.wi.us

Outagamie County Public Health

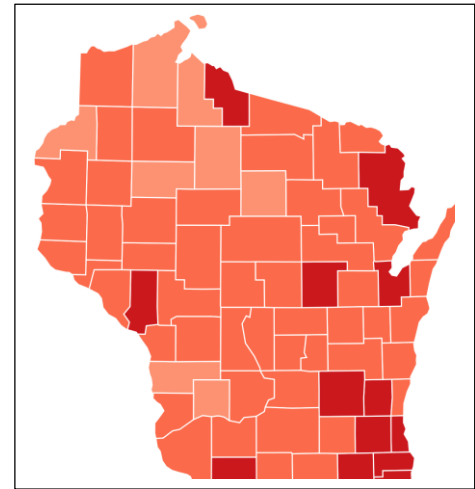
Appleton, WI 54911
Phone: (920) 832-5100
PHQuestions@outagamie.org
<https://bit.ly/OutagamieHealthCovid>

Wisconsin Department of Health Services (DHS)

Madison, WI 53703
Phone: (608) 266-1865
DHSwebmaster@wisconsin.gov www.dhs.wisconsin.gov/covid-19/

Wisconsin Health Connect

Online Health Screening Tool
www.wihealthconnect.com



VIDEO RESOURCES

Surgeon General Social Distancing

https://www.youtube.com/watch?v=wKX1PQTz5_MCDC

Handwashing (No Sound)

<https://www.youtube.com/watch?v=d914EnpU4Fo>

How to Wear a Cloth Mask Properly (Consumer Reports)

https://www.youtube.com/watch?v=Yc_yKQryMIQ

IF THE PANDEMIC REQUIRES US TO SHUT DOWN THE SCHOOLS (A LONG TERM SHUT DOWN... NOT A SHORT TERM SHUT DOWN) AND ALL LEARNING TRANSFERS TO THE STUDENTS' HOMES (LIKE LAST SPRING), WHAT WILL THIS VIRTUAL MODEL LOOK LIKE?

***A LINK TO THE NEW**

“STUDENT AND PARENT GUIDE TO REMOTE LEARNING”

HAS BEEN PLACED ON THE FRONT PAGE OF THE DISTRICT WEBSITE.

<http://www.freedomschools.k12.wi.us/schools>



***Please note that this guide will only be used if all students are required to go home for an extended period of time and all instruction and learning will be conducted through a virtual means.**