

Lakeland School Return



Practices for 2021-2022 School Year

Presented to the
Walworth County Children With Disabilities Education Board
on July 22, 2020

Updated 9/14/2021
Updated 1/5/2022

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Lakeland School of Walworth County is committed to being as safely and widely open as possible while preserving the integrity and quality of our academic mission. Lakeland School is committed to supporting our families and staff, providing a safe instructional environment, and delivering the best possible student experience given the current circumstances. Every reasonable attempt will be made to uphold our long-standing commitment to meeting the individual needs of our students. However, Lakeland School recognizes there may be necessary changes to activities and settings over this year that may impact our traditions. Lakeland intends for the 2021-2022 school year to be full time, in person, 5 days a week to provide a high quality educational experience to our students.

The health and safety of students, employees, and community members is the utmost priority as we return for the 2021- 2022 school year. Lakeland School continues to utilize data provided by the [Centers for Disease Control](#), the State of Wisconsin, Walworth County Board of Supervisors, Walworth County Health Department, and the Department of Public Instruction (DPI) to guide the decision-making processes related to the school.

We ask all members of the school's community to embrace the guidelines contained in this document and to contribute to a school environment that is safe for all. **The guidelines mentioned in this document are meant to serve as universal practices to apply in various situations throughout our school. Contact information is provided throughout for additional clarification or questions.**

As you read this, it is understandable to have mixed feelings and lots of questions. Although we are learning our new normal, most would agree that a face-to-face environment is far more effective for student learning and will better meet the social-emotional needs of our students.

Your patience and flexibility in the weeks and months ahead will be paramount. This once-in-a-lifetime experience is not yet over; however, we are optimistic that this year we can move into a new phase that allows us to slowly return to some of our previous traditions.

We are extremely grateful for all of your efforts over the last year and a half. We can't say thank you enough for your commitment to support Lakeland students and staff.

Lakeland Administrative Team

This document is subject to updates, changes, and additions as further information, clarifications, and requirements are received.

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Preventive Safety Measures

Education and training will be provided regarding the preventive safety measures.

Social/Physical Distancing

The definition of social/physical distancing regarding COVID-19 is 3ft -6ft in all directions. Social/physical distancing will be taught, practiced, and reinforced in all environments (both indoors and outdoors). However, our students' individual abilities and needs, such as feeding, self cares, therapy, and safety, may not allow for social/physical distancing at all times.

Personal Protective Equipment

Face Coverings

Wearing face coverings will reduce the spread of infection by protecting you as well as those around you. Appropriate face coverings must cover both the nose and mouth.

DHS recommends that schools require universal masking for all teachers, students, staff, and visitors, regardless of vaccination status. Lakeland staff will be required to wear school provided face coverings regardless of vaccination status (masks and/or face shields). Staff face coverings will be required in all public areas, shared spaces in hallways, classrooms, and in school-related vehicles. Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals.

Employees who are unable to wear face coverings due to medical reasons may request accommodations through the Walworth County Human Resources Department at 262-741-7950 or walcohr@co.walworth.wi.us.

School staff will need to make considerations for the necessary PPE on a case-by-case basis, depending on the activity, physical proximity, and level of potential exposure throughout the day.

Families are encouraged to send appropriate face coverings to school. Students will be encouraged to wear face coverings. We understand that this may not be practical for all.

Underlying Health Conditions / Extenuating Circumstances Related to COVID-19

Employees who may be particularly vulnerable to the effects of COVID-19 should contact their supervisor or administrator and Human Resources Department (262-741-7950) to address any safety or health concerns. Specific guidance for staff will be available from Human Resources / Public Health.

Personal Hygiene

Coughing and Sneezing

Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Healthy Hand Hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

Hand Sanitizing

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer will be provided and used in all classrooms, department offices, and other key areas in the building.

Cleaning and Disinfecting

Classrooms

Classrooms will be equipped with basic cleaning stations, including sanitizing wipes, disposable face coverings, hand sanitizer, and other PPE as needed. Individuals are encouraged to clean their personal space before and after use. Because of the highly transitional aspect of classrooms, individual precautions and responsibility will be paramount. Classrooms will also be cleaned daily (or more often as needed) by custodial staff.

Staff Offices and Individually Assigned Workspaces

Cleaning and disinfecting offices and individually assigned workspaces will be the responsibility of the employee assigned to that space. Cleaning supplies will be provided to departments in order to complete basic cleaning and disinfecting of surfaces. To request additional cleaning supplies, contact the front office at 741-4115 or send email to tmccullough@lakelandschool-walco.org. Our custodial service is not allowed to move any personal items (pictures, keys, clothing, etc.) in office spaces.

Public Spaces

Commonly touched surfaces in all public spaces will be cleaned and disinfected by custodial staff on an ongoing basis. This includes common areas such as primary entrances, hallways, and restrooms.

Playground Areas

Playground areas will abide by the same school standards regarding the cleaning and disinfection of individual and common areas. Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals. Communal equipment, such as balls, ropes, etc., will not be used. School staff should consider teaching students games or recess activities that minimize close physical contact and allow for social distancing. Our courtyard will allow additional outdoor space for students.

Outdoor Cleaning and Disinfecting Plan:

- Outdoor areas, like playgrounds in schools and parks, generally require normal routine cleaning, but do not require disinfection.
- Do not spray disinfectant on outdoor playgrounds. It is not an efficient use of supplies and is not proven to reduce risk of COVID-19.
- High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.
- Cleaning and disinfection of Core Board surfaces will require special cleaning protocols. Please speak with the administration before cleaning these.

Other Areas

Specific questions or concerns about cleaning and disinfecting practices should be directed to the School Principal, Trish McCullough, at 741-4115 or email tmccullough@lakelandschool-walco.org

Meetings, Programs, and Events

All those planning Lakeland School meetings, programs, and events will use judgment when determining whether these activities can be held successfully while abiding by the social/physical distancing and personal protection guidelines. All school-led activities conducted on and off campus require reasonable efforts to be made to ensure compliance with a six-foot separation between individuals. This may require limiting the number of attendees by offering multiple event times or multiple event locations.

At this time:

- No visitors will be allowed in the building.
- Pick up or drop off of all supplies/materials will require a scheduled time. Please contact the office at 262-741-4118.
- All meetings that include families, districts, and other outside agencies will be held virtually.
- District tours will be in person by appointment only.

Travel

All employees are encouraged to limit nonessential personal travel. Visit the [Wisconsin Department of Health Services](#) and the [Centers for Disease Control and Prevention](#) prior to travel for the latest travel guidance. Until further notice, employees must report any nonessential travel to their supervisors, as travel outside of Wisconsin or their state of residence may require a self-quarantine period upon return.

Families are encouraged to share any travel plans out of the state and country. Guidance from local state and federal health agencies will be considered in each individual's return to school plan.

Screening and Reporting

Daily Temperature Checks Procedure and Staffing Requirements

Temperatures for all staff will be taken each morning upon arrival. Student temperature checks will take place in the classroom. This is subject to change based on guidance from Public Health.

Designated staff will be available throughout the day to take temperatures of students during the instructional day, as necessary.

Staff will be provided with a temporal thermometer, training in the use of a temporal thermometer, and appropriate PPE.

Temperatures will be taken throughout the day for any student or staff who:

- Arrives late to school.
- Leaves and returns to the building.
- Take off their face covering during the day. This requirement does not apply when students are eating and drinking, under the supervision of school staff.
- Show COVID-19 related symptoms

If the temperature of the student is greater than or equal to 100.0° Fahrenheit, the student will be taken to the predetermined room for isolation, apart from other children and staff. Escorts will maintain 6 feet of social distancing. School Health Room staff will then follow the established protocols.

Isolation Room Establishment, Requirements, and Staffing

The predetermined isolation room is a designated location and will be separate from the health room.

A designated staff member will be assigned to supervise students while in the predetermined isolation room awaiting pick up by the parent or guardian, should the need arise. The staff member will be provided with a gown, gloves, and a face shield as appropriate. The staff member assigned will complete the training on COVID-19 and the use of Personal Protective Equipment (PPE).

Testing

Walworth County may have limited capabilities to do testing for symptomatic students and employees. Free tests are available at various clinics and hospitals in the area. Individuals are strongly encouraged to use outside facilities as they are able. Information on testing sites can be obtained from the [Wisconsin Department of Health Services](#).

Employees and families of students who test positive or who have been notified of contact are required to notify Lakeland School (262-741-4118) and Walworth County Public Health Department (262-741-3362) in order to begin contact tracing to potentially exposed individuals.

Protocols for Student Illness and Contact Tracing (updated 01/05/2022)

Contact tracing is currently being facilitated through local health officials. The staff at [Walworth County Public Health Department](#) have undergone contact tracing training and are prepared to assist in this area if needed. If through contact tracing it is determined that a student or staff member has been in close contact with a confirmed positive individual, the following protocols will be followed.

Given the nature of our students and the population we serve, Lakeland School will follow the 10 day isolation and quarantine protocols as follows:

Quarantine

Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated*.

People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19, unless they have symptoms.. Vaccinated people should wear a mask indoors in public for 10 days following exposure or until their test result is negative.

All people should get tested 5-7 days after their exposure, even if they don't have symptoms

*Fully vaccinated is considered:

- Completed the two part series of Pfizer or Moderna vaccine
- Completed the primary series of J&J vaccine
- Has recovered from COVID-19 in the last 90 days

Isolation

Isolation is used to separate people infected with COVID-19 from those who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 10 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Fully vaccinated and shows no symptoms of COVID-19 or have tested positive for COVID-19 in the last 90 days.

However, fully vaccinated people should (should, has no special legal meaning/ shall, means mandatory) get tested 5-7 days after their exposure,

although it is not required. Even if they do not have symptoms, vaccinated people with exposure should continue to wear a mask indoors while in public for 10 days following exposure or until their test result is negative.

Unvaccinated students or staff (who have not had COVID-19 in the last 90 days) will need to stay home and can do one of the following if they have come in close contact with an individual who has COVID-19:

- Take COVID test (PCR or Rapid- no home tests) 5-7 days after exposure, if negative, can return on day 8.
- OR**
- Forgo testing, and return after 10 days of quarantine, as long as no symptoms are present.

Individuals who have had a confirmation of COVID-19 infection must remain out of the building until:

- They have had no fever for at least 72 hours (three full days), without the use of fever-reducing medication.
- At least 10 days have passed since the symptoms first appeared and they are symptom-free. Symptoms may include:
 - 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
 - This list does not include all possible symptoms. [CDC will continue to update this list](#) as we learn more about COVID-19.

Unvaccinated Staff or Students Who are Exposed Within Their Family Home

- Will need to quarantine for 10 days from the last day of close contact with the positive case in the home
- If unable to isolate within the home, the exposed individual will have to start their quarantine once their family members finishes their isolation period

Transmission rates are significantly higher amongst family members living under the same roof and extra precautions are needed.

Configuration of Spaces

All areas within the school will make reasonable efforts to ensure compliance with a 3ft- 6ft separation between individuals to correspond to current state guidelines. Reconfiguration of classroom spaces will be done to ensure social distancing is maintained inside the building, as well as outdoor spaces throughout the Lakeland School campus, in transportation provided, and in related service areas, and other learning spaces.

Barriers

Barriers or physical controls will be installed in areas where face-to-face interactions are required, such as the front office/reception. A physical barrier can be a means of reducing exposure to droplet exchange.

Traffic-flow Patterns

Physical barriers, closures, or one-way traffic patterns will be in place within the building and classrooms to limit potential exposures. Contact the administration to share suggested locations for traffic-flow changes.

Learning Environment

Lakeland School intends to maximize face-to-face instruction while preserving the health and safety of everyone in our classrooms and school building. In order to achieve that, we will follow social/physical distancing guidelines and require all employees and essential duty staff to wear face coverings in all classrooms and other areas of the building. Students will be encouraged to wear face coverings in all classrooms and other areas of the building.

School Resumes --

Classes will begin as planned on Tuesday, September 1, 2021.

Instructional Options --

Below are descriptions of the delivery formats that will be offered for the 2021-2022 school year.

Face-to-Face Format

Students will attend school in-person, five days a week, with risk mitigation procedures in place. We are rethinking how we use classrooms and spaces within the building to maximize space. Students will move between classes in small groups with limited additional interaction throughout the day. Individual and sealed lunches will be served in the classroom. Students will be provided with a water bottle for use with sensor-activated refill stations at school. Traditional bubblers will be turned off.

Modified classroom seating layouts and class sizes for face-to-face teaching have been developed to fulfill social distancing and room capacity requirements following current public health guidelines. To maintain these distances, seating and other furniture should not be removed or rearranged at any point during the school year. Refer to the Cleaning and Disinfecting section of this plan for additional information.

If at any time students are unable to attend, as in a typical school year, employees will work with the family to determine options for completing the work.

Distant Learning Format

Distant Learning is not currently an option.

Lakeland School recognizes that throughout the year, for a variety of reasons, we may have to temporarily shift to all-school virtual learning. We are committed to supporting students and families through virtual learning.

In this format, the class will be taught fully remote using Class DOJO / Google Classroom as our Distant Learning Platform. As an example, the instructor might post an assignment or a video, pose a question to the class page for the students to complete, and/or the employee might arrange for smaller group lessons in 30 minute blocks at staggered times throughout the day for virtual face to face instruction.

Contingency Plans

All employees are expected to develop contingency plans for the following scenarios:

- An outbreak resulting in a temporary break (short-term or extended).
- Any circumstances that result in the need for 100% remote learning.
- Further reduction of class sizes due to federal or state guidelines.
- An employee's transition to distant learning due to a positive exposure or other related concern.

Work Environment

Staffing Options

Administration reserves the right to make staffing assignments, as needed. All employees should communicate health and safety concerns with administration and the Human Resources Department to make arrangements. Please see the Human Resources / Public Health document detailing this information.

Shared Workstations

All employees are asked to share the responsibilities of maintaining safe working conditions by frequently cleaning and disinfecting equipment and surfaces in shared working areas. See the Cleaning and Disinfecting section of this plan for more information.

Breaks and Meals

Break rooms and other shared spaces must maintain a safe social distance of six feet between individuals. Creating a break schedule for these areas should be considered to maintain safe social distance.

Employee Assistance

For information on the Employee Assistance Program, through EAP and the Walworth County Human Resources Department, [email Human Resources](#) or call 262-741-7950. These services are available to employees, their spouses or significant others, and their dependents.

Communication

Communication is a critical component of the Lakeland School Return Plan. Making sure that we are communicating key messages both internally and externally will be important as we work to build confidence in our school's ability to bring students and employees back to school in a safe way.

These communications will be developed by Lakeland School Administration in partnership with stakeholders across the fifteen Walworth County School Districts and in line with Walworth County communications and local, state, and national health guidelines, with an emphasis on health and safety information, best practices, and the idea of the social covenant to keep our community safe.

The [School Information on Coronavirus](#) website will serve as the central hub for information and will be updated regularly as appropriate. Additional communications will include broadcast emails and Skylerts to families and employees, social media updates, Webex Event or Micolab meetings, targeted audience communications, and collaboration with traditional media.

Signage

All signage pertaining to operational changes and social covenant and health practices will be consistent and follow the established procedure for design, approval, production, and posting. Signage may include, but is not limited to: directional arrows indicating which way people should be moving in the building to eliminate cross traffic and reminders to wash hands, wear face coverings, and practice physical distance, among other reminders.

Transportation

Bus Transportation

Seating on the bus will likely be assigned. Bus drivers will be encouraged to wear face masks when interacting with students. Sanitizing of buses will occur before and after each route.

QUESTIONS?

For questions or comments related to the Lakeland School Return, contact the Lakeland School Administration at 262-741-4118 or visit the [Lakeland School COVID-19 page](#).

Please watch your email and our website for further updates.