

# **COVID West Carroll Special School District**

## **COVID-19 Phased Guidelines**



**2021-2022**

**Revised 8/19/21**

**West Carroll Special School District  
COVID-19 Phased Guidelines**

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**Advisors**

CDC Guidelines  
Carroll County Health Department  
Northwest TN CORE  
SCORE - State Collaboration on Reforming Education  
Tennessee Department of Education  
Carroll County EMA

**West Carroll Special School District  
COVID-19 Phased Guidelines**

***This is a working document and is subject to change as needed per local, state, and federal guidelines.***

**PHASE 1  
(High / Substantial Spread)**

**Schools are Closed by the Tennessee Department of Education**

- **West Carroll Special School District will follow the Tennessee Department of Education's guidelines.**

**PHASE 2  
(Moderate Spread)**

**Visitors**

- No visitors will be allowed in the schools, with the exception of the lobby/office area.

**Maintenance by Outside Work**

- 1. Worker(s) that come inside the school building to maintain the facility must have prior authorization from administration. No exceptions.
- 2. The worker(s) will have very limited access to the building and must only work in the designated area that is approved by administration.

**Assemblies/Programs Before, During, or After School**

- There will be no programs during Phase 2.
- TSSAA guidelines will be followed during any athletic events.

**Face Coverings**

- It is highly encouraged but not mandatory for everyone to wear a face covering or face shield while in contact with others.

**Social Distancing**

- Everyone is expected to socially distance.

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### **Hand Sanitizing**

- Sanitizing stations will be set up throughout the building.
- Every classroom has hand sanitizing dispensers.
- Students will sanitize hands before entering and leaving an area.

### **Water Fountains**

- Hand free bottle filling stations have been installed in all schools.

### **Cleaning Supplies/Procedures**

- The school will deep clean with hospital grade disinfectants for COVID-19, which includes deep cleaning of all surfaces.

### **Employee Temperature Checks**

- All school employees will have temperatures taken daily.

### **Beginning of School Day Procedures**

#### **Entering the Building - Beginning of the School Day**

1. Students will enter the building and follow the directives of appointed school personnel.
2. Signs will be posted reminding students/staff to practice social distancing.
3. Students will be directed to a designated area and teachers/staff will take the temperature of each student.
4. If the student is manifesting symptoms of illness or has a temperature of 100.0° F or more, the school nurse will monitor the student and parents called for pick up.
5. If COVID-19 is suspected, the student must be quarantined for 10-14 days, and the last 3 days of quarantine must be asymptomatic and fever free without medication.
6. If a student is potentially exposed to COVID-19 at school, the Tennessee Department of Health will do all investigating. If a student has been exposed to the SARS-CoV-2 virus that causes COVID-19, parents will be contacted by the Tennessee Department of Health with further instructions. Unless parents receive notification from the Tennessee Department of Health or the student becomes symptomatic, the student should attend school.
7. In the event someone else residing in a student's home tests positive, the student's parent or guardian should contact the student's school nurse for guidance.

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8. If the student has a different illness, a doctor's excuse stating another specified diagnosis other than COVID-19 should be provided to return to school.
9. Face coverings are not required but are highly encouraged.
10. Bathrooms and all common areas will be disinfected frequently throughout the day.

**Breakfast and Lunch**

**Delivery of Meals to the Classroom**

1. Prepackaged food and beverages will be distributed to each student.
2. Students will stay in their classrooms during breakfast.
3. The students will stay seated at their assigned desks.
4. It is recommended that no student bring lunch from home during this phase.

**Cleaning after Breakfast and Lunch**

1. Sanitizing stations will be available for student use before meals.
2. Social distancing and seating charts will be practiced during meals.
3. Meal area(s) will be sanitized before and after meals.

**Classroom Procedures**

**Student Entering/Exiting the Classroom**

1. Students will sanitize hands when entering and exiting classrooms.
2. Desks will be sanitized between classes.
3. The students will stay in their assigned seats and receive teacher instruction.

**Transition in the Hallways**

1. Administration and teachers will monitor students in the hallways during transition.
2. Students will walk down the right side of the hallway and face forward.
3. Students will observe social distancing.
4. Students must keep their hands to themselves and not touch other students or the walls.

**Bathroom**

1. The Primary and Elementary schools will have designated bathroom times.

**End of School Day Procedures**

**Bus Call (End of the School Day)**

1. A designee will call on the intercom for buses by number at the end of the school day.

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2. Students will exit their area in a line (by their bus number) while social distancing.
3. Administration and teachers will have a designated location to monitor and ensure social distancing.

**Car Rider Dismissal (End of the School Day)**

1. A designee will call for car riders by intercom to dismiss students.
2. Students will be dismissed to the waiting areas while social distancing.
3. Administration and teachers will monitor the hallways.

**Parent/Guardian Dropping Off Student After School has Started**

1. The parent/guardian will need to wait in the lobby/office area with the student until the Office Secretary can assist.
2. The parent/guardian cannot sign the student into school until the student's temperature has been taken.
3. The Office Secretary/Nurse will take the temperature of each individual student.
4. If the student is manifesting symptoms of illness or has a temperature of 100.0° F or more, then the student will not be admitted to school.
5. If the student's temperature is normal and has no manifesting symptoms, the student will be admitted to school/class.

**Phase 3  
(Minimal Spread)**

**Visitors**

- Visitors will be allowed in the schools at the discretion of building administration.

**Maintenance by Outside Work**

- 1. Worker(s) that come inside the school building to maintain the facility must have prior authorization from administration. No exceptions.
- 2. The worker(s) will have very limited access to the building and must only work in the designated area that is approved by administration.

**Assemblies/Programs Before, During, or After School**

- All programs will be at the discretion of building administration.
- TSSAA guidelines will be followed during any athletic events.

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### **Face Coverings**

- It is highly encouraged but not mandatory for everyone to wear a face covering or face shield while in contact with others.

### **Social Distancing**

- Everyone is expected to socially distance.

### **Hand Sanitizing**

- Sanitizing stations will be set up throughout the building.
- Every classroom has hand sanitizing dispensers.
- Students will sanitize hands before entering and leaving an area.

### **Water Fountains**

- Hand free bottle filling stations have been installed in all schools.

### **Cleaning Supplies/Procedures**

- The school will deep clean with hospital grade disinfectants for COVID-19, which includes deep cleaning of all surfaces.

### **Employee Temperature Checks**

- All school employees will have temperatures taken daily.

### **Beginning of School Day Procedures**

#### **Entering the Building - Beginning of the School Day**

1. Students will enter the building and follow the directives of appointed school personnel.
2. Signs will be posted reminding students/staff to practice social distancing.
3. Students will be directed to a designated area and teachers/staff will take the temperature of each student.
4. If the student is manifesting symptoms of illness or has a temperature of 100.0° F or more, the school nurse will monitor the student and parents called for pick up.
5. If COVID-19 is suspected, the student must be quarantined for 10-14 days, and the last 3 days of quarantine must be asymptomatic and fever free without medication.
6. If a student is potentially exposed to COVID-19 at school, the Tennessee Department of Health will do all investigating. If a student has been exposed to the SARS-CoV-2 virus that causes COVID-19, parents will be contacted by the Tennessee Department of Health with further instructions. Unless parents receive notification from the Tennessee

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Department of Health or the student becomes symptomatic, the student should attend school.

7. In the event someone else residing in a student's home tests positive, the student's parent or guardian should contact the student's school nurse for guidance.
8. If the student has a different illness, a doctor's excuse stating another specified diagnosis other than COVID-19 should be provided to return to school.
9. Face coverings are not required but are encouraged.
10. All common areas will be disinfected daily.

### **Food – Breakfast**

1. Prepared food and beverages will be provided for each student.
2. Students will eat breakfast in the designated areas of their school buildings.
3. Students will stay in their assigned seats.

### **Cafeteria - Lunch**

#### **In the Cafeteria**

1. The students will be lined up using social distancing.
2. Hand sanitizer will be provided to each individual student to disinfect hands.
3. The Teacher/Staff/Cafeteria worker (with gloves) will give students all food trays, food choices, and utensils.
4. After staff serves food, the students will collect their food and beverage and be seated and properly spaced according to seating chart.
5. Students will remain seated until directives are given to dispose of trash and be dismissed.

### **Classroom Procedures**

#### **Student Entering/Exiting the Classroom**

1. Students will sanitize hands when entering and exiting classrooms.
2. Desks will be sanitized when a child has become ill in class.
3. Students will stay in assigned seats and receive teacher instruction.

### **Transition in the Hallways**

1. Administration and teachers will monitor students in the hallways during transition.
2. Students will walk down the right side of the hallway and face forward.
3. Students will observe social distancing.
4. Students must keep their hands to themselves and not touch other students or walls.

### **Bathroom**

1. The Primary and Elementary Schools will have designated bathroom times.



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**End of School Day Procedures**

**Bus Call (End of the School Day)**

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**Parent/Guardian Dropping Off Student After School has Started**

1. The parent/guardian will need to wait in the lobby/office area with student until the Office Secretary can assist.
2. The parent/guardian cannot sign the student into school until the student's temperature has been taken.
3. The Office Secretary/Nurse will take the temperature of the student.
4. If the student is manifesting symptoms of illness or has a temperature of 100.0° F or more, then the student will not be admitted to school.
5. If the student's temperature is normal and has no manifesting symptoms, the student will be admitted to school/class.

# Phase 4

**(Low/No Spread)**

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# No Restrictions

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