

COVID West Carroll Special School District

COVID-19 Phased Guidelines



2022-2023

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

Coordinators

Jackie Wester, WCP Principal
Jessica Williams, WCES Principal
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Adam Douglas, WCJSHS Assistant Principal
Lisa Kapellar, WCSSD Nurse Supervisor

Central Office

Preston Caldwell, Director of Schools
Regina Alred, Supervisor of Instruction
Crystal Polinski, Special Programs Supervisor
Christy Thompson, Child Nutrition Director/Bookkeeper
Kellie Rollins, Supervisor of Instruction

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)

Phase 1 (High/Substantial Spread)

Schools are Closed

1. West Carroll Special School District will provide Virtual Learning Academy for all students.
2. Expectations for parents and students can be found on the District Website or Google Classroom.
3. Ensure provision of student services such as school meal programs.

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.

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Masks

- It is highly encouraged but not mandatory for everyone to wear a mask 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 over 100.0° F, the school nurse will monitor the student and parents will be called for pick up.
5. If a student/faculty member has a positive COVID-19 test result, the student/faculty must be quarantined for 5 days from first symptom, and may return on Day 6 if symptom free without use of any medication.
6. If a student/faculty member has a positive COVID-19 household contact, there will be no required household quarantines.
7. If a student is exposed and asymptomatic, the student will not be required to quarantine.

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8. Masks are not required but are highly encouraged.
9. Bathrooms and all common areas will be disinfected daily and 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 classroom during breakfast.
3. The students will stay seated at their assigned desk.
4. It is recommended that no student bring their 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.
2. Students will exit their area in a line (by their bus number) while social distancing.

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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 their student until the Office Secretary can assist.
2. The parent/guardian cannot sign the student into school until the students' 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.

Masks

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- It is highly encouraged but not mandatory for everyone to wear a mask 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 over 100.0° F, the school nurse will monitor the student and parents will be called for pick up.
5. If a student/faculty has a positive COVID-19 test result, the student/faculty must be quarantined for 5 days from first symptom, and may return on Day 6 if symptom free without use of any medication.
6. If a student/faculty member has a positive COVID-19 household contact, there will be no required household quarantines.
7. If a student is exposed and asymptomatic, the student will not be required to quarantine.
8. Masks are not required but are highly encouraged.

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9. Bathrooms and all common areas will be disinfected daily and frequently throughout the day.

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 seat.

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 their 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.

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.
2. Students will exit their area in a line (by their bus number) while social distancing.
3. Administration and teachers will monitor the hallways.

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1. The parent/guardian will need to wait in the lobby/office area with their 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)

No Restrictions

Revised 8/2/2022