



## TABLE OF CONTENTS

Overview	3
Communication	3
Instruction Delivery	3
Safety Protocols	3
Facilities and Sanitation	5
Curriculum and Technology	7
Special Education	8
Transportation	9
Nutrition Services	9
Individual Buildings	10
Counseling and Other Services	11
Activities	12
Human Resources	12
Appendix “A” - Glossary of Terms	14

### **Overview:**

Campbell County School District's (CCSD) response to the COVID-19 pandemic is designed to provide a safe and healthy environment while maximizing student learning. To this point, the plan has been successfully implemented. CCSD is experienced in implementing COVID safeguards and is fully capable of responding in an expedient manner when necessary. CCSD will enter the 2022-2023 school term with the following protocols in place.

### **This plan is subject to change.**

### **Communication:**

CCSD recognizes effective communication as a core value. The success of the response plan continues to be dependent on frequent two-way communication between CCSD and stakeholders. CCSD will strive to provide adequate notice of any changes to this plan, but it is possible situations may develop that require CCSD to take action with short notice. To ensure information is delivered in a timely manner, multiple, overlapping systems will be utilized which may include the following:

- email
- text messaging
- phone messages
- communication apps.
- social media
- websites
- video media
- local media (radio, newspaper)
- newsletters
- on-site signage

CCSD will continue to utilize the district website [www.ccsd.k12.wy.us](http://www.ccsd.k12.wy.us) as the primary location for storing relevant information. Information specific to individual schools or departments will be linked to their respective websites. CCSD will maintain consistent communication with governing agencies to apply any changes impacting the response plan. Parents, students, and staff are expected to communicate any changes in health related to symptoms of COVID-19. In addition to the methods above, CCSD will continue to seek active engagement with parents. Parents and stakeholders are encouraged to provide additional feedback related to the effectiveness of the response plan. Opportunities for comment are available at both the district and school level. A list of key terms and definitions can be found at the end of this document.

### **Instruction Delivery:**

Students will attend school daily and on-site (Tier I). In addition, all activities will be offered while returning to pre-Covid measures.

### **Safety Protocols (Tier I and Tier II):**

The following section identifies safety protocols and practices that may be implemented if required or become necessary to limit the risk of exposure to

COVID-19. Students with extenuating health or medical conditions should consult with their school nurse.

### **Before Arriving at School**

The district continues to encourage parents to be alert for signs of illness in their children and to keep them home when they are sick.

- Fever (100.4 or higher) or chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Fatigue
- Muscle or Body Aches
- Sore Throat
- Headache
- Congestion or Runny Nose
- New Loss of Taste or Smell
- Nausea or Vomiting
- Diarrhea

### **General Hygiene Practices**

Nurses, teachers and staff will support student learning regarding hygiene and communicable diseases. Teaching will include, but may not be limited to:

- Proper handwashing
- Cover coughs/sneezes (elbow, tissue)
- Staying home when ill

### **Students/Staff Who Exhibit COVID-19 Symptoms During the School Day**

- **Students and staff who exhibit COVID-19 symptoms may be required to go home.**
- School administration may designate a room to separate those exhibiting symptoms from others until a parent arrives.
- When a student is exhibiting signs of illness, the school nurse will wear appropriate personal protective equipment (PPE)-during temperature checks and other contact with the student.
- Parents/guardians of symptomatic students are to be notified immediately of their child's status.
  - Parents/guardians must pick up their ill child **as soon as possible** after being notified.
  - Parents/guardians need to have a plan for getting their child picked up from school quickly when they are ill with COVID-19 symptoms.
- CCSD will follow the Wyoming Department of Health and Campbell County Public Health department guidelines for students and staff who have tested positive for COVID-19 which may require them to miss five or more days of school depending on symptoms.

### **Monitoring and Reporting**

- CCSD requires that parents report a COVID-19 diagnosis to the school nurse.
- CCSD staff will report a positive COVID-19 diagnosis to the Human Resources Office.

- CCSD will follow Campbell County Public Health guidance for re-entry.
  - Staff or students who have tested positive for COVID-19, regardless of vaccination status, need to remain home from school (isolate) until they meet the following criteria:
    - Have been fever free for 24 hours without the use of fever-reducing medications
    - Other symptoms are improving
    - 5 days have passed since symptoms first started (if asymptomatic, should stay home until 5 days have passed since positive test was collected)
    - It is recommended that the individual wear a mask around others for an additional 5 days after returning to school other than when participating in activities that cannot be done while wearing a mask.
    - OR per the individual's healthcare provider's written recommendation

### **Testing**

- CCSD offers free COVID-19 testing for staff and students (dependent upon availability of supplies).
  - Tests will be provided by appointment only at the testing location.
  - Appointments may be scheduled by calling the CCSD COVID-19 nurse at 307-257-1944.
- Individuals who test positive for COVID-19 will need to remain home from school (isolate) as outlined above.

### **Safety Protocols (Tier III):**

- CCSD will comply with any public health recommendations regarding cleaning of facilities.
- CCSD staff in the building will be provided PPE as requested.
- CCSD staff and employees in buildings will adhere to current health department guidelines in regard to social distancing and PPE.
- CCSD will operate under the provisions of the approved district adapted learning plan.

### **Facilities and Sanitation (Tier I and Tier II):**

#### **Cleaning and Sanitizing Protocol**

Campbell County School District is dedicated to a safe and clean learning environment for students and staff. All cleaning procedures will comply with state and federal guidelines and Public Health recommendations regarding cleaning facilities which may include:

- **Electrostatic Spraying:** Electrostatic spraying is the process of spraying an electrostatically charged mist onto surfaces and objects. The spray contains

particles that are charged, which allows the mist to aggressively adhere/cling to surfaces and objects. This process will help with awkward shaped objects and hard to reach places. Once the spray has reached the surface, it will disinfect the area.

- **Fogging:** Wet fogging produces a fine mist, with particles so small they remain suspended in the air long enough to kill airborne viruses and bacteria. These particles will also disinfect ceilings, walls, furniture, and floors. This process of sanitizing is rapid and efficient, and will help with hard to reach areas.
- **Ultraviolet Germicidal Lighting (UV-C):** This disinfection method uses ultraviolet light to kill or inactivate viruses and bacteria. UV-C disinfection is commonly used in the medical field due to its efficacy.

**Cleaning Procedures During the School Day will focus on these high traffic areas.**

- ✓ libraries
- ✓ gymnasiums
- ✓ STEM labs
- ✓ computer labs
- ✓ lunchrooms/commons
- ✓ bathrooms/locker rooms
- ✓ playground equipment

Teacher/Aide Cleaning Procedures: Every effort will be made to clean classrooms during transition periods.

**Cleaning Procedures After the School Day will focus on these areas:**

- Each classroom may be fogged as needed.
- Electrostatic sprayers may be used in classrooms during their non-fogging days, nurse areas, and training rooms as needed.
- UV-C lights may be used in tech rooms, nurse areas, and training rooms, as available.
- Routine custodial cleaning will focus on these areas after the school day.
  - ✓ bathrooms
  - ✓ classrooms
  - ✓ floors/carpets

**Facility Entry**

- Upon entry into a building or facility, hand sanitizer stations will be available. All schools and educational buildings will have signage referencing flu-like symptoms.
- Entry will require credentials necessary for the Raptor system.

### **Facilities and Sanitation (Tier III):**

- CCSD will comply with any public health recommendations regarding cleaning of facilities.
- CCSD will operate under the provisions of the approved district adapted learning plan.

### **Curriculum and Technology (Tier I):**

Instruction will occur in accordance with state or local public health directives or orders. High quality standards-based instruction will occur for all students. CCSD will continue to operate with all current policies in regards to instruction and attendance.

### **Learning Management System**

- Campbell County School District will continue the use of Schoology. Schoology will serve as the system to support learning, both in the classroom and off site if needed. Schoology provides access to the district curriculum and assessments for students and staff.
- Resources will be made available to families on utilizing Schoology.
- Ongoing PD will occur as needed at the building level during Professional Learning Communities (PLCs) and professional development days.

### **Devices**

- Campbell County School District provides all students K-12 with a device that is capable of supporting students' learning. Additional resources will be continuously explored to provide the appropriate learning environment for students and the instructional classroom.
- Schools will communicate with families on connectivity at residences, if needed.
- Schools provide links to the building's technology facilitator to provide tech assistance with families along with district technology support, if needed.

### **Professional Development**

- The curriculum office and professional development specialists will support teachers and administration on assessing students' learning progress and loss, intervention programs and services, and by providing information on testing, grading, and accountability.

### **Assessment**

- Schools will determine student learning gaps and provide appropriate interventions through daily classroom instructions, building intervention responses programs and extended learning opportunities.

### **Curriculum/Technology (Tier II & III):**

Classroom teachers will communicate instruction methods or changes with parents/guardians during Tier II or Tier III.

- CCSD will implement an adapted learning plan when state or local public health directives or orders require schools to close.
- The Curriculum and Technology departments will work collaboratively to develop options for district and common formative assessments to be given virtually if

- necessary. This can include Fastbridge screening, WYTOPP modulars, District CIAs, and DSPAs.
- CCSD will operate under the provisions of the approved district adapted learning plan.

### **Special Education (Tier I):**

For each student on an Individual Education Plan (IEP), safety-health plans and protocols will be considered and implemented on an individual student basis. To best ensure the safety of both students and staff, CCSD will provide a Free and Appropriate Education (FAPE) for students on IEPs in the Least Restrictive Environment (LRE) while employing safety practices and procedures that promote student learning while considering the health and safety of both students and staff.

### **Special Education (Tier II & III):**

Specialized instruction and service delivery will continue to be addressed through the student's IEP. As per state and Federal guidance, IEP teams will consider the possibility of delivering services outside the traditional school setting in the event of a school shutdown. If the IEP team determines services should be adjusted in a shutdown, such adjustments will be addressed in the student's IEP. This will include primary and related services, and the utilization of remote, on-line, blended, virtual and/or adapted learning opportunities. If adjustments to a student's programming are made, CCSD will communicate and work with parents in regards to the nuances of those adjustments. If IEP adjustments extend longer than ten school days, CCSD will formalize the adjusted service delivery with a Prior Written Notice (PWN) to the parents.

Private or home school students identified with a disability who reside in the CCSD attendance area will have access to IEP services as per Federal law. IEP services will be generated through the student's attendance area school. Though off-site delivery options will be considered on an individual basis, typically students will coordinate a time to receive IEP services at the student's attendance area school. For those students with a verified health concern, CCSD may serve students off-site through remote, on-line, blended, virtual and/or adapted learning opportunities. In these situations, each student's IEP programming will be considered on an individual basis and through an IEP determination.

### **Individualized Education Plan (IEP) Meeting Protocols:**

IEPs and IEP Meetings are required by Federal Law. In the event of a school closure CCSD will employ previously established meeting protocols and employ appropriate safety procedures as prescribed by CCSD:



- On-Site
  - Visitors will follow all established building safety protocols while attending meetings.
  - Meetings will make use of large spaces to maintain social distancing recommendations.
  - Masks are recommended if social distancing recommendations can't be maintained.
  - Hand sanitizer will be made available.
- Off-Site
  - Video conferencing will be utilized to host the meeting.
  - Case Managers will track participation through screen shots of participant lists.
  - Case managers will mail or email IEP to parents to sign and return.

### **Transportation (Tier I):**

CCSD is committed to providing safe and reliable transportation for students to schools. Transportation staff will receive training to ensure a safe environment while transporting students. Transportation will work in partnership with WDE, state and local health departments to meet 2022 guidelines and expectations.

### **Bus Routing and Student Protection**

- Parents should screen their students daily for COVID-19 symptoms prior to sending their children to the bus stop.
- If a student exhibits or reports signs of sickness, they may be required to move to an isolated seat (if available). Transportation will return the student home, contact parents for pick up, or contact school prior to bus arrival.

### **Activities and Field Trips**

School based activity practices and guidelines will be used when transporting students.

### **Transportation (Tier II & III):**

CCSD will operate under the provisions of the approved 2021-2022 Covid response plan.

### **Nutrition Services (Tier I):**

With approval from local and state health departments/officials, CCSD's Nutrition Services department will provide a pre-Covid style meal service. Students and staff can self-serve different meal items and Nutrition staff will offer items in bulk/buffet style serving without individually wrapping every offering. Nutrition Services will continue to maintain or exceed all local, state, and Federal sanitation protocols.

### **Elementary Breakfast**

- CCSD will operate an in-person cafeteria breakfast.

- In-Person- students come through the meal line in the cafeteria and choose components of a meal then eat in the cafeteria.

#### **Elementary Lunch - Cafeteria**

- CCSD will operate normal self-serve/buffet style serving at all elementary schools.
  - Students will pick up a tray, silverware and milk then self-select produce items from the salad bar and then be served main entrees and side dishes from the serving window.
  - Students will then enter their personal ID number on a keypad to account for their meal at the school's point of service computers.
  - Nutrition staff will sanitize salad bars, key pads, and serving windows between each meal service.

#### **Secondary Breakfast**

- CCSD will operate an in-person cafeteria breakfast feeding at all secondary sites.
  - In-Person- students come through the meal line in the cafeteria and choose components of a meal then eat in the cafeteria.

#### **Secondary Lunch Cafeteria**

- CCSD will operate normal self-serve/buffet style serving at all secondary schools.
  - Students will grab tray, silverware and milk then self-select produce items from the salad bars and entree/side dishes from steam tables.
  - Nutrition staff will sanitize salad bars, key pads, and serving areas between each meal service.

#### **Nutrition Services (Tier II and III):**

- CCSD will operate under the provisions of the approved 2021-2022 Covid response plan.

#### **Individual Buildings (Tier I):**

- Building use will return to pre-Covid procedures and expectations.

#### **Individual Buildings (Tier II & III):**

#### **All Schools (If Necessary)**

- Each building will have a plan for students to enter and leave the building that will limit the number of students using each entrance.
- School-wide assemblies will be limited and organized to maximize social distancing recommendations, as feasible.
- Buildings will adhere to indoor capacity recommendations, as feasible.
- Commons area(s) will not be used as a gathering area before or after school, as feasible.
- Buildings will develop a plan for incremental transitions in hallways. Hand sanitizer will be available in multiple locations throughout the building.
- Drinking fountains will be cleaned and sanitized regularly. Staff and students will be encouraged to bring their own water bottles to minimize contact with drinking fountains.
- High-touch areas will be sanitized regularly.

### **Elementary Schools**

- Buildings will develop a plan for recess based on open space area recommendations.

### **Secondary Schools**

- Backpack usage will be strongly encouraged with locker usage limited to storage of coats and winter wear.

### **Health/Wellness Education**

As necessary, students will be instructed on the following:

- Handwashing will be encouraged (20 seconds rubbing with soap & water):
  - On arrival at school,
  - After playing/recess,
  - Before and after eating, and
  - After using the restroom.
- Hand sanitizer can be used if hands are not visibly soiled.
- Proper covering of coughs/sneezes (elbow, tissue)
- Stay home when ill.
- Proper use of masks in the event they are required.

### **Small Groups Gatherings/Instruction/Classroom**

Classrooms may include the following, when feasible:

- Based on recommendations from the Wyoming Department of Education, seating arrangements will be developed to maximize safety precautions, as feasible.
- Dissemination and collection of classroom materials will be limited to maximize safety precautions, as feasible.
- Group learning activities/mixing of students in a classroom will be minimized, as feasible.

### **Counseling and Other Services (Tier I):**

Campbell County School District Counseling Department will be prioritizing efforts to address social and emotional needs of students as we return to school in the fall. Counselors will be assessing the mental and behavioral health needs of the students while also addressing the academic gaps that some students experienced as a result of COVID-19.

- School counselors help all students in the following ways:
  - Apply academic achievement strategies,
  - Manage emotions and apply interpersonal skills, and
  - Plan for postsecondary options (higher education, military, work force, etc.).
- School counselors' duties will be modified in the fall to address social and emotional learning and mental health needs through the following activities:
  - Provide school counseling classroom lessons at the elementary level to help support students at higher risk for significant stress or trauma from COVID-19,
  - Provide short-term counseling to students who present an emergent need,

- Make referrals for long-term support for those students who may have significant psychological or behavioral concerns returning to school,
- Collaborate with families/teachers/administrators/community for student success,
- Advocate for students at individual education plan meetings and other student focused meetings,
- Analyze data to identify student issues, needs, and challenges as a result of not being in school in the spring; and
- Provide case management for all 504 students, especially with regard to those who may be medically or psychologically fragile.

### **Counseling and Other Services (Tier II and III)**

In the case where the district must deliver instruction in Tier II or Tier III, school counselors will convert their programs to an LMS format. The American School Counselor Association has developed three comprehensive models for on-line/hybrid delivery, one for each level of education (elementary, middle and high school.)

- [Virtual Elementary School Counseling](#)
- [Virtual Middle School Counseling](#)
- [Virtual High School Counseling](#)

### **Activities (Tier I):**

CCSD values student activities and athletics and encourages participation. Guidelines from the Wyoming High School Activities Association and/or National Federation of High School Activities will be followed when appropriate.

At this time there are no restrictions on student athletes.

### **Activities (Tier II & III):**

Should the Governor, Health Officials and/or WHSAA impose mandates, the following may be considered:

- Pre-Workout/Contest Screening
- Additional Facilities cleaning requirements
- Limitations on gatherings size
- The National Federation of High School Athletics (NFHS) return-to-play timeline for each activity.
- Physical Activity and Athletic Equipment sanitized
- Hydration - All students will bring their own water bottle, a current requirement.
- Contest adaptations
- Hygienic adaptations

### **Human Resources (Tier I) :**

Campbell County School District remains committed to providing a clean and safe environment for our staff, students, parents, and community members. The following

information is for employees as we return to our buildings for the 2022-2023 school year.

Employees with any of the COVID-19 symptoms found under the Safety Protocols section of this document should refrain from coming to work and contact your healthcare provider.

### Return to Work

- Employees are expected to report to work if they are healthy and show no symptoms.
- Employees who show any symptoms should stay home
- Employees must utilize their own earned leave to cover any absences due to COVID related issues.
- Employees unable to return to work because of a compromised immune system or other health conditions must provide medical documentation from their health care provider to the CCSD Human Resources Office.
- Employees with an illness, injury, or surgery/medical procedure recuperation which lasts longer than three consecutive days must report the incident to the Human Resources Office. These incidents will automatically trigger the Family Medical Leave Act (FMLA) requirements:
  - ❖ FMLA provides 12 weeks of job protection; however, it is not paid leave. Employees must use available sick leave, convenience leave, comp time, and vacation (if granted) during this time.
  - ❖ If FMLA is exhausted, an employee may be eligible for CCSD medical leave job protection. Please contact the Human Resources Office for more information regarding medical leave.
  - ❖ For more information on the use of sick leave, sick leave bank, quarantine information, and physician's notes, please contact the Human Resources Office.
  - ❖ Working remotely must be approved by your immediate supervisor and the Human Resources Office.

### **Human Resources (Tier II & III):**

Campbell County School District will operate under the provisions of the Board of Trustees and other governing agencies.

## **APPENDIX “A”**

### Coronavirus and COVID-19: Glossary of Terms

- **Asymptomatic**  
Not showing any symptoms (signs of disease or illness.) Some people without any symptoms still have and can spread the coronavirus. They are asymptomatic, but contagious. Fever, cough, and shortness of breath are the main symptoms of COVID-19.
- **The Centers for Disease Control (CDC)**  
The United States Federal Health protection agency.
- **Communicable**  
Similar in meaning to “contagious.” Used to describe diseases that can be spread or transmitted from one person to another.
- **Community Spread**  
The spread of an illness with a particular location, like a neighborhood or town. During community spread, there is no clear source of contact on infection.
- **Confirmed Case**  
Someone tested and confirmed to have COVID-19.
- **Congregate Settings**  
Public places such as common areas, gym and cafeterias contact with infected people can happen. This includes places like malls, theaters, and grocery stores.
- **Coronavirus**  
A family of related viruses. Many of them cause respiratory illnesses. Coronaviruses cause COVID-19, SARS, MERS, and some strains of influenza, or flu. The coronavirus that causes COVID-19 is officially called SARS-CoV-2, which stands for severe acute respiratory syndrome coronavirus 2.
- **COVID-19**  
The name of the illness caused by the coronavirus SARS-CoV-2. COVID-19 stands for “coronavirus disease 2019.”
- **Epidemic**  
A situation where more cases of a disease than expected happen in a given area or to a group of people.
- **Epidemiology**  
The branch of medicine that deals with how diseases develop and spread in communities of people. A person who studies epidemiology is an epidemiologist.
- **Face Covering**  
A face covering that potentially provides a barrier to infection from others.

- **Immunity**  
Your body's ability to resist or fight off infection. Your immune system is a network of cells throughout your body that help you avoid getting infected and help you get better when you are infected.
- **Immunocompromised**  
Also called immune-compromised or immunodeficient. This describes someone who has an immune system that cannot resist or fight off infections as well as most people. This can be caused by a number of illnesses.
- **Incubation Period**  
The time it takes for someone with an infection to start showing symptoms. For COVID-19, symptoms appear in 2-14 days after infection.
- **Outbreak**  
A sudden increase of a specific illness in a small area.
- **Pandemic**  
When a new disease spreads to many countries around the world.
- **PPE**  
PPE stands for personal protective equipment. This includes masks, face shields, gloves, gowns and other coverings that healthcare professionals use to prevent the spread of infection to themselves and other patients.
- **Presumptive Positive Case**  
When a person tests positive for the coronavirus, but the CDC has not confirmed the case.
- **Quarantine**  
Sometimes called "isolation." Quarantines keep people away from each other to prevent the spread of disease. Stay-at-home orders are a type of quarantine.
- **Screening**  
This is not the same as a Coronavirus test. This step actually helps health care workers to decide if you need a coronavirus test. It is a series of basic questions about your health condition and recent history. Screening may also include other common healthcare procedures, like taking your temperature.
- **Self-Isolation**  
Also called self-quarantine. Separating yourself when you are sick from healthy individuals to prevent spreading illness.
- **Shelter-in-Place**  
An order for people to stay where they are not to leave for their own protection. A stay-at-home order is a kind of shelter-in-place order.

- **Social Distancing**  
Also called physical distancing. It means putting space between you and others around you in public. Social distancing also includes avoiding crowds and groups in public.

The CDC recommends keeping at least six feet between you and others in public.

- **Symptomatic**  
When a person shows signs of illness. For COVID-19, that can include cough, fever or shortness of breath.

- **Synchronous Instruction**  
Synchronous instruction is the kind of instruction that happens in real time. This means that students, their classmates, and the instructor interact in a specific virtual place, through a specific online medium, at a specific time.