



CAMPBELL COUNTY SCHOOL DISTRICT #1
2021-2022 COVID RESPONSE PLAN
(subject to revision)

Campbell County School District Reopening Task Force Members:

- Alex Ayers, Superintendent
- Kirby Eisenhauer, Deputy Superintendent
- Dennis Holmes, Associate Superintendent for Instructional Support
- Larry Reznicek, Human Resources Manager
- Brian Knox, Director of Technology
- Kip Farnum, Director of Student Support Services
- Brandon Crosby, Director of Curriculum, Assessment, and Staff Development
- Richard Danforth, Director of Special Services
- Keith Chrans, Director of Transportation
- Bryan Young, Director of Nutrition Services
- Julie Lang, Head Nurse
- Terry Quinn, High School Principal
- Dana Lyman, Junior High School Principal
- Eric Stremcha, Elementary School Principal
- Brad Gregorich, Elementary School Principal
- Meldene Goehring, Administrative Assistant to the Superintendent and Secretary to the Board

Meeting Dates: Quarterly or as necessary

Consultants/Advisors

Campbell County Public Health and Wyoming Department of Health:

- Alexia Harrist M.D. – Wyoming Department of Health, State Health Officer
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Overview:

The CCSD Reopening Plan has worked exceptionally well. Campbell County School District will enter the 2021-2022 school term with protocols in place to respond to student or staff COVID exposure. CCSD is experienced in implementing COVID safeguards and fully capable of responding in an expedient manner.

COVID-19 caused a disruption of the spring semester of the 2019-20 school term. Campbell County School District (CCSD) was forced to alter the delivery method used to serve our students. An [Adapted Learning Plan](#) was implemented to continue to meet the educational needs of CCSD students. CCSD continues the commitment to delivering the highest quality education possible. CCSD is equally dedicated to the health of staff, students, and stakeholders. CCSD's [Strategic Plan](#) is a reflection of the priorities of the district. The two goals (1. Student Achievement, 2. Student/Staff Well-Being) drove the work to reopen our schools in the fall of 2020. A task force was established to develop a comprehensive plan to identify the most appropriate methods for serving our students during the COVID-19 pandemic. In order for the plan to be in compliance, the CCSD task force incorporated all necessary requirements of the Governor of Wyoming, Wyoming Department of Education, and Wyoming Department of Health. In addition, the CCSD task force also considered recommendations of the Center of Disease Control (CDC). The [CDC School Decision Tool](#) was utilized to determine the readiness of CCSD to reopen schools. Finally, due to the unknown and fluid nature of COVID-19, the CCSD reopening plan was designed to address several scenarios that could cause CCSD to adjust delivery throughout the 2020-21 school year. The impact from COVID varied throughout the school term. However, it did not rise to a level that would cause the district to implement Tier II or Tier III protocols.

The following plan includes some precautions that *may* be taken only when necessary.

Communication:

CCSD recognizes effective communication as a core value. The success of the reopening 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, newsprint)
- newsletters
- on-site signage

CCSD will continue to utilize the district website 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 reopening 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. Surveys and personal contact from individual schools will be used in revising the plan throughout the 2021-22 school term. Parents and stakeholders are encouraged to provide additional feedback related to the effectiveness of the reopening 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.

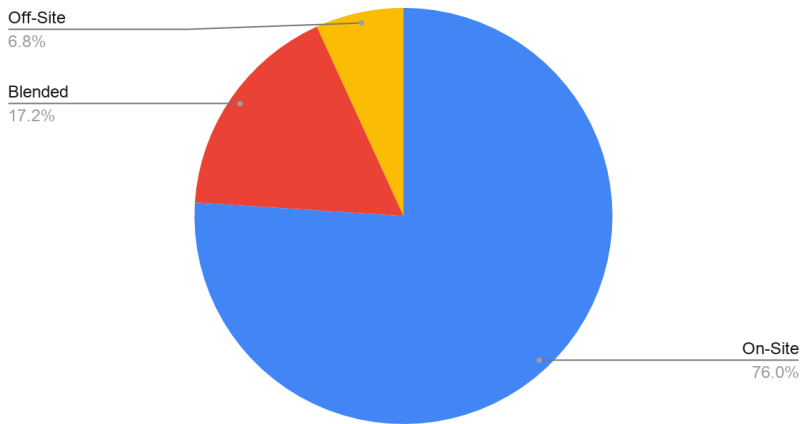
Instruction Delivery:

The CCSD task force has identified three viable delivery models; On-Site (Tier I), Blended (Tier II), and Off-Site (Tier III). Definitions include:

- **On-Site (Tier I)** – Traditional delivery. Students will attend school daily and on-site. Additional precautions may be in place to limit exposure, including screening, increased frequency of cleaning and disinfecting, new methods of sanitation, and measures of social distancing where feasible.
- **Blended (Tier II)** - School will consist of a mixture of on-site delivery (2-3 days per week) and off-site delivery. This schedule will be necessary in the event restrictions limit the number of students allowed to attend on-site.
- **Off-Site (Tier III)** - Students will receive instruction at home. This schedule will closely resemble the schedule used to complete the 2019-20 school term. The district will provide technology resources to streamline off-site learning. Instruction will be delivered through several methods, including: live/recorded presentations, communication applications, collaborative lessons, threaded discussions, hands-on activities, learning packets, flipped lessons, independent projects, and telephonic communication. Materials will be delivered/received using district transportation. Meals will be provided for pick up at certain locations.

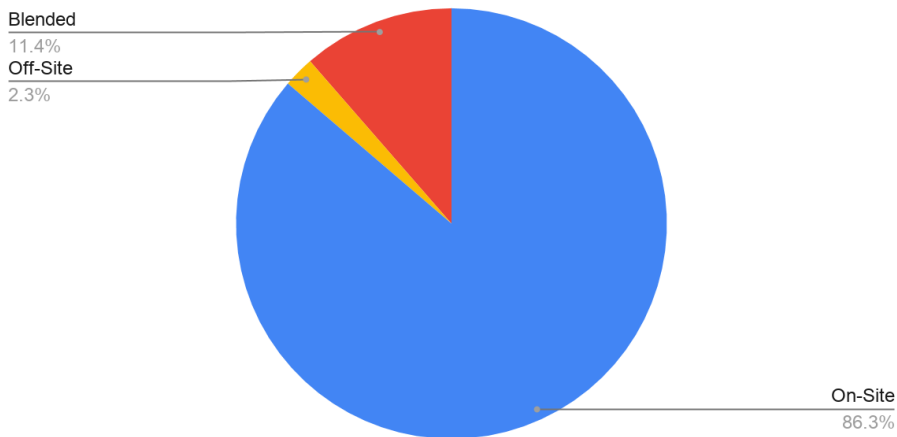
Stakeholder input has been an important factor in shaping CCSD's delivery plan. A [survey](#) was utilized to gain an understanding of the preferences and opinions of CCSD parents. The survey revealed a majority of parents (76.1%) desire their students to begin the school year **On-Site**. The survey generated strong interest, with 4,318 respondents, of those 1,244 provided comments. Over ninety percent of the comments support **On-Site** delivery.

Count of Please select your preferred delivery method.



A [Survey](#) of CCSD staff identified **On-Site** delivery as the most effective method to educate students. Eighty six percent of staff believe they are most effective in the classroom with their students. Many of the staff comments indicated the need for on-site delivery to maximize the academic potential of their students.

Count of Please identify the delivery method you feel is most effective



After consideration of stakeholder input and current health recommendations, CCSD moved forward with **On-Site** delivery. In addition, as recommended, CCSD will continue to ~~also~~ be prepared for scenarios that may limit the number of students allowed to be on-site (**Blended/Tier II**) or if schools must be closed (**Off-Site/Tier III**).

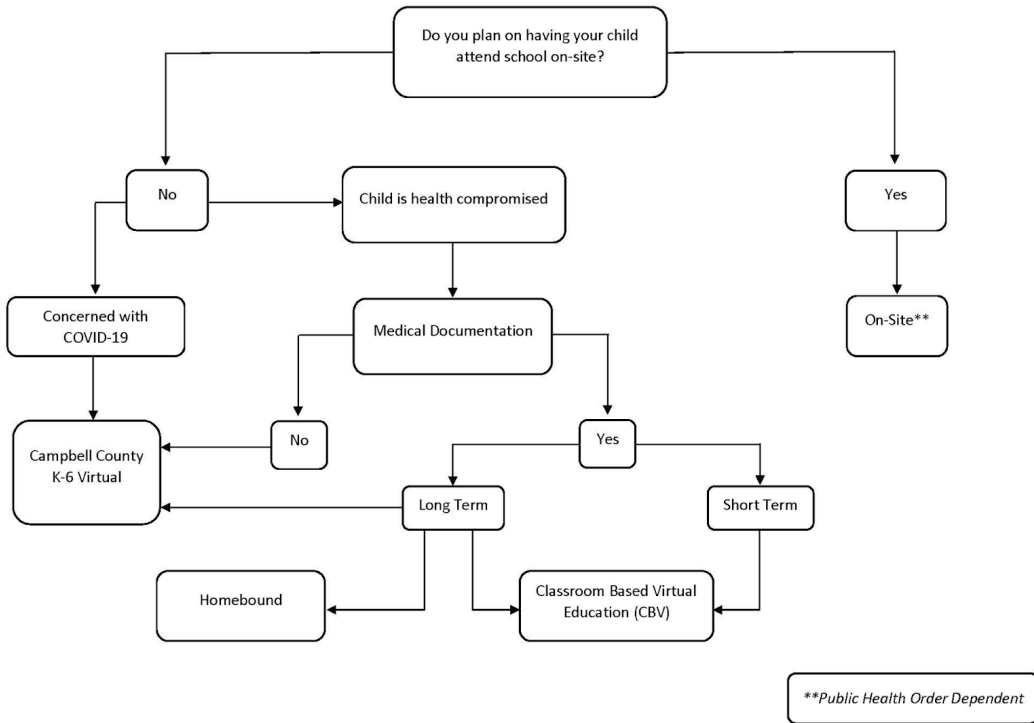
Scenarios:

1. **A student or staff member develops a verified diagnosis of COVID-19.** The individual will be quarantined at home for a period of time, based on requirements from Campbell County Public Health. Students and staff members who came into close contact with the positive case may be quarantined as directed by the local health department. The school/facility may be temporarily or partially closed at the discretion of state or local public health order to sanitize the building, while public health conducts contact tracing. Students impacted by the closure will receive **Off-Site** delivery. Unaffected schools will remain open.
2. **A public health order limits the number of students who can occupy a facility.** Students will receive instruction through **Blended** delivery. Each student's schedule will be adjusted to accommodate the order, while maximizing the amount of time spent on-site. This may include students attending school on-site on an alternating basis.
3. **A statewide order is issued closing all district schools.** All on-site programs and activities will be suspended. Students will receive instruction **Off-Site** through the district's adapted learning plan.
4. **A student who has a health compromising condition.** Options differ for elementary students. Please see the description and flowchart below explaining the process.
 - **On-Site (Grades K-12)** - Traditional school setting with additional safety precautions in place. Students are attending in person each day. Instruction will occur in classrooms as designed. This delivery has been identified by staff and parents as the most effective instructional method.
 - **Classroom-Based Virtual Education (CBV) (Grades K-12)**- Classes will be delivered synchronously (livestream of classroom) or asynchronously (recorded) by a teacher. Attendance will be monitored through engagement in the learning management system, Schoology, in addition to daily lesson participation. Students who fit into this category are those who have been placed in quarantine, identified as Home Bound, or have a documented health concern. Medical documentation may be required.
 - **Virtual School (Grades K-6 ONLY)** - Rigorous instruction, delivered by the instructional coach (parent), that is completed 100% virtually. A virtual teacher is available to provide support to students in an intervention type setting. Students enrolling in virtual school will be required to commit for a minimum of one quarter.

Elementary Flowchart

[Elementary Flowchart](#)

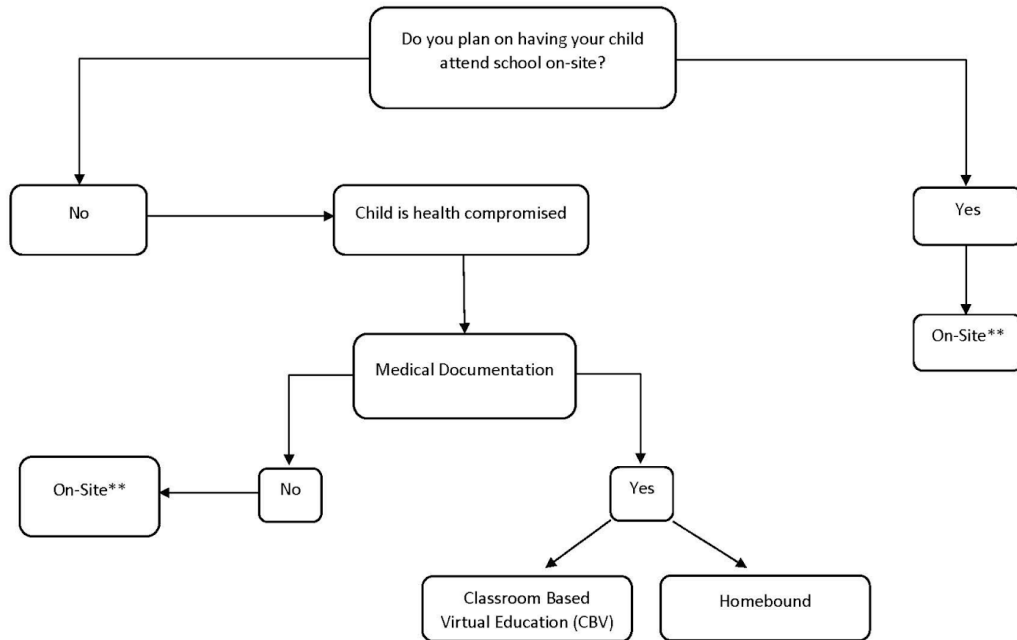
Campbell County School District #1 Elementary Enrollment Options
2021-2022



Secondary Flowchart

Secondary Flowchart

Campbell County School District #1 Secondary Enrollment Options
2021-2022



****Public Health Order Dependent**

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

Upon Arriving at School (Only if Necessary)

- When a student enters the school building, he or she will be asked by school staff to go directly to their classroom.
- Staff will direct the student to wash their hands, if possible, or use hand sanitizer before going to their desk. Students will be reminded at the end of the period to wash their hands or use sanitizer between each class.
- Staff will begin the screening process by reviewing with students the COVID-19 symptom chart (see list above).

Temperature Checks

Temperatures of students and staff may be taken at the start of each school/work day.

Social Distancing

The most protective method incorporates social distancing (maintaining 3 feet of distance from others) to eliminate or minimize exposures due to close contact with a child who may or may not have symptoms during screening. This precaution will be utilized when feasible.

Face Coverings

Face coverings may be worn, but are not required.

Quarantine

Currently Campbell County Public Health is requiring quarantining when students and/or staff have been exposed to a positive person within a three foot radius for more than 15 consecutive minutes. If the exposed party is fully vaccinated, they will not have to quarantine as long as they are symptom free. When a masked student/staff tests positive and close contacts were wearing masks, the close contacts will not have to quarantine unless they become symptomatic. When an unmasked student/staff tests positive and close contacts were wearing masks, the close contacts will be required to quarantine. In addition, when an unmasked student/staff tests positive and close contacts were not wearing masks, the close contacts will be required to quarantine.

A close contact who has had COVID-19 illness within the previous 3 months and has recovered and remains without COVID-19 symptoms (for example, cough, shortness of breath) will not be required to quarantine, pending a medically documented diagnosis.

General Hygiene Practices

Nurses, teachers and staff will support student learning regarding hygiene and COVID-19.

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 Screening or the School Day

- **Students and staff who exhibit COVID-19 symptoms may be required to go home.**
- School administration will designate a space a room to separate those exhibiting symptoms from others until a parent arrives.
 - This designated space, which can be a room or tent, will be referred to as the Symptomatic Screening Room.

- Access will be controlled to the Symptomatic Screening Room.
- The Symptomatic Screening Room can be utilized for more than one symptomatic student at a time as long as social distancing can be maintained.
- When a student is sent from class to the Symptomatic Screening Room due to COVID-19 symptoms, he or she will be required to wear a mask which will be supplied by the teacher. If the student is unable to wear a mask for respiratory reasons, a tissue will be used to cover the mouth.
- If a student does not have a mask supplied by the classroom teacher, the school nurse will provide a mask for the student, isolate the student, if possible, and assure the student is kept under supervision to avoid exposing others.
- When a student is exhibiting signs of illness, the school nurse will wear appropriate personal protective equipment (PPE) ~~(which includes eye cover, face shields, procedure masks, etc.)~~ during temperature checks and other contact with the student.
- Students with COVID-19 symptoms will be placed in the Symptomatic Screening Room with the door closed. They will have access to a dedicated bathroom, if feasible.
- Anyone entering Symptomatic Screening Rooms must use appropriate PPE. 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.
- Affected staff or students will wear a facemask to contain germs while in the Symptomatic Screening Room.
- Once the Symptomatic Screening Room has been vacated, it will be well ventilated for 30 minutes before entering and sanitizing.
- CCSD will follow the Wyoming Department of Health and Campbell County Public Health department guidelines for students and staff excluded for COVID-19 symptoms which may require them to miss ~~ten days or more of school~~ **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.
- Campbell County School District will perform contact tracing for staff and students within the district. Schools will collaborate with Campbell County Public Health for tracing.
 - **There are several circumstances in which an individual with an exposure does not need to stay home from school. It is recommended these individuals wear a mask for 10 days after the exposure.**
 - **Both the infectious individual and the person exposed were wearing masks at the time of the exposure.**
 - **The person exposed has completed a COVID-19 vaccine primary series.**
 - **The person exposed tested positive for COVID-19 using a molecular or antigen test performed by a provider or laboratory during the three months prior to exposure.**
 - **All other individuals identified as close contacts must stay home from school for 5 days after the exposure OR participate in the test to stay program. After returning to school, it is recommended they wear a mask for an additional 5 days.**

- 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 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.

Test to Stay Protocol

- Per Wyoming Department of Health guidelines, students identified as a close contact to someone that has tested positive for COVID-19 and would be required to quarantine may participate in the test to stay protocol. If parents do not want their child to participate in daily testing, they will need to quarantine at home per current protocols.
- To participate in test to stay protocol:
 - Close contact must be asymptomatic.
 - Close contact must wear a mask in school at all times, other than when eating, drinking, sleeping, or participating in artistic or athletic activities that cannot be done while wearing a mask. When not wearing a mask, distancing of six feet should be maintained to the extent possible.
 - Close contact must test negative on a rapid COVID-19 test (any FDA-authorized molecular or antigen test) on each school day.
 - If school events occur on weekends, the close contact should receive a negative test on that weekend day prior to participation.
 - On weekend days or holidays without school events, the close contact does not need to be tested, but should stay home on those days.
 - If the close contact develops symptoms or tests positive, they must stay home and not participate in extracurricular events.
 - This protocol is in effect for 5 days after the exposure and may be discontinued on day 6.
 - Students participating in the test to stay program, may obtain rapid tests with the school district COVID testing program. They will need to schedule appointments at the CCSD COVID testing site daily in the morning before school. Parents will be responsible for transporting their child to the test site and signing required consent forms.
 - Tests may be obtained outside of the school setting, but parents must provide documentation of the negative test to the school.
 - Close contacts participating in the test to stay protocol who develop symptoms but are NOT tested for COVID-19 must remain home from school for 5 days after the onset of symptoms.
 - Close contacts participating in the test to stay protocol who develop symptoms and test negative on a rapid COVID-19 test must stay home from school for 5 days after the onset of symptoms or can return to school once they have received a negative **laboratory-based molecular test** and symptoms have resolved for 24 hours.

- Close contacts participating in the test to stay protocol who test positive on a COVID-19 test (whether asymptomatic or symptomatic) must stay home from school until 5 days after onset of symptoms. If they are asymptomatic, they must stay home from school until 5 days after the positive test.
- Wyoming Department of Health does not recommend obtaining subsequent tests after testing positive on a COVID-19 test. However, if a close contact tests positive on a rapid test and obtains subsequent testing, they may return to school after they have received two negative molecular tests (at least 24 hours apart) and symptoms have resolved for 24 hours.
- If a close contact participating in the test to stay protocol develops symptoms or tests positive, the close contact should be considered contagious on the day that symptoms developed or the date of the positive test, whichever is earlier.

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. CCSD has invested in personnel and equipment to maximize these efforts. All cleaning procedures comply with state and federal guidelines and Public Health recommendations regarding cleaning facilities.

- **Sanitizing Personnel:** Twenty additional sanitizing personnel have been hired to accommodate the disinfection of high touch areas during the school day (handrails, sinks, counter tops, door knobs, lockers, water fountains, etc).
- **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.
- **Sneeze Guards at Reception Areas:** Plexiglass shields may be used in certain areas to provide safety barriers to prevent possible air droplets carrying viruses and bacteria.

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

March 1, 2022

- ✓ 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 on a rotational basis, to be established by the building based on the number of classrooms and custodial schedules.
- Electrostatic sprayers may be used in classrooms during their non-fogging days, nurse areas, and training rooms.
- 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

Sanitation of Symptomatic Screening Rooms

- All cleaning procedures will comply with Public Health recommendations for cleaning facilities following an exposure.
- Custodial staff will be required to wear a mask/face covering, eye covering and gloves upon entering.
- Custodial staff will fog the room, and leave it for 30 minutes.
 - If available, a UV-C mobile unit could be used instead of fog.
 - The UVC mobile unit will require 30 minutes to disinfect.
- Custodial staff will re-enter and wipe down all surfaces with a standard chemical.
- After surface cleaning, the room will be ready for entry.

Facility Entry

Upon entry into a building or facility, hand sanitizer stations will be available. All schools and educational buildings will have signage referencing COVID-19.

Entry will require credentials necessary for the Raptor system.

Facilities and Sanitation (Tier III):

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

Curriculum and Technology (Tier I and Tier II):

Instruction will occur in accordance with state or local public health directives or orders. High quality standards-based instruction will occur for all students. Classroom teachers will communicate instruction methods or changes with parents/guardians during Tier II or Tier III. ~~CCSD will provide synchronous instruction during Tier II and Tier III phases or for students who do not qualify for homebound instruction.~~ 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.**
- ~~● Campbell County School District will implement a new Learning Management System (LMS) for the 2020/21 school year. Schoology, the new LMS, will serve as the system to support learning, both in the classroom and off-site. It will provide access to the district curriculum and assessments for students and staff. Implementation of Schoology will be supported by five days of staff professional development from PowerSchool in late July and early August, focused on creating a train the trainer system of support:
 - Day 1: Elementary Teacher Teams (Lead Teacher and Instructional Facilitator from each building)
 - Day 2: Secondary Teacher Teams (Lead Teacher Teams of 3 and Instructional Facilitator from each building)
 - Day 3: Curriculum facilitators and staff development specialists
 - Day 4: Technology facilitators
 - Day 5: Administration~~
- ~~● Lead Teachers will work with Building Teams to provide professional development (PD) at the building level during teacher professional days August 17 – 21.~~
- 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.
- ~~● Curriculum facilitators and staff development specialists will work within buildings to support implementation.~~

Devices

- ~~● CCSD will start off the school year utilizing our current inventory to meet the needs of the instruction of the individual students and classrooms. Most elementary schools have enough devices for students within the buildings. Secondary schools currently are in Phase 2 of 4 with district purchased chromebooks, along with other computer labs. Staff have devices that were originally purchased by the buildings' technology committee. The device systems vary from building to building and classroom to classroom.~~
- ~~● The State of Wyoming gave the go ahead the week of July 6th for the district to use the CARES funds. These funds will allow the district to purchase enough devices to make sure all students have a current device to meet the requirements of the classrooms with the Learning Management System.~~

- **Campbell County School District provides all students K-12 with a device that is capable of supporting students' learning.** Elementary students will be provided a Gen 7 iPad with case and secondary students will have a Chromebook with case. All Certified staff will have a new MacBook Pro to utilize with their classroom instruction. Buildings will be able to use their other technology resources for support staff.
- 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.

Professional Development

- Curriculum facilitators and staff development specialists will support teachers K-12 with implementation of Schoology **implementation.** ~~during all staff PD the week of Aug. 17. In addition building teams will have time to support classroom teachers at the building level.~~
- Technology facilitators, curriculum facilitators and staff development specialists will provide PD classes throughout the year with micro badging, action labs, and professional development courses at both the building and district level. Professional development will be offered both online and in person complying with public health guidelines.
- The curriculum office and professional development specialists will support teachers and administration ~~during the 2020/21 school year~~ on assessing students' learning progress and loss, intervention programs and services, and by providing information on testing, grading, and accountability.

Assessment

- The Curriculum and Technology departments will work collaboratively to develop options for **district and common formative** assessments to be given virtually **if needed.** This can include Fastbridge screening, WYTOPP modulars, District CIAs, and DSPAs.
- 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 III):

- CCSD will implement an adapted learning plan when state or local public health directives or orders require schools to close.
- CCSD will operate under the provisions of the approved district adapted learning plan.

Special Education:

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.

Safety Considerations

March 1, 2022

Students and staff will be permitted to utilize masks and other Personal Protective Equipment (PPE) and procedures as they feel is appropriate. In evaluating the need for, or the implementation of safety procedures, CCSD will consider and implement the utilization of PPE or PPE procedures when an identified risk can be documented or recognized. PPE or safety measures may include but not be limited to the use of desktop plexiglass shields, face shields, see-through masks, and employ the practice of social distancing or health screenings. Health and safety considerations can include but not be limited to potential health risks for both the student and staff, frequency and intensity of student behavior, student abilities and challenges and other situations that may exist. (This would include but not be limited to students who may require feeding, toileting, more hands-on therapy situations as well as in-class support and those students whose behavior may require support through proximity.)

Staff training and training reviews will be conducted annually to ensure safety measures are implemented and maintained.

Delivery of Specialized Instruction and Parent Communication

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 future 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.

CCSD students who are private or home school students, or access virtual instruction through the district, and are identified with a disability, do have access to IEP services as per Federal law. Those IEP services will be generated through the student's attendance area school. Though offsite 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.

In the event of a School Closure or in a Re-opening Phase, CCSD will utilize a Personal Safety Protocol that employs a leveled approach, through previously established procedures and a formula, to address individual student needs until they are deemed to no longer be needed.

Levels of Personal Safety Support

- Level 1 – Students on an IEP in Level 1 will receive appropriate instruction and/or support while maintaining expected safety standards such as adequate social distancing, dependably and without intervention, within the same parameters and guidelines as the students’ regular education peers.
- Level 2 – For students who require support or programming in a proximity closer than six feet, for short time periods throughout the day, staff will utilize Personal Protective Equipment (PPE). This does not need to be throughout the entire school day, but includes and is not limited to times of the day when a student receives a particular service such as Speech and Occupational Therapy, or direct instruction from staff.
- Level 3 – For students who may receive a higher frequency of services throughout the day and/or whose personal contact may be unpredictable and/or more intense, the use of additional procedures and PPE may be implemented. This would include but not be limited to students who may require feeding, toileting, more hands-on therapy situations as well as in-class support and those students whose behavior may require proximity. Due to the uniqueness, duration and sometimes intensity of students whose programming falls within Level Three, to better ensure the safety of both students and staff, more thorough and daily health screenings, including the taking of the student’s temperature, may be conducted. A student whose health is at greater risk, may fall under a Level 3 designation.

Individualized Education Plan (IEP) Meeting Protocols:

IEPs and IEP Meetings are required by Federal Law. In the event of a school closure and/or reopening, CCSD will employ the previously established meeting protocols:

- 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.
 - All adults in attendance will have their own pen and a draft copy of the IEP or the IEP will be projected.
 - 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 and Tier II):

CCSD is committed to providing safe and reliable transportation for students to schools.

Transportation staff will receive training to ensure a safe and protective environment while transporting students. Transportation will work in partnership with WDE, state and local health departments to meet COVID recommendations.

Bus Routing and Student Protection

- During bus scheduling, parents will receive updated information relating to COVID-19 busing procedures and recommendations.
- Parents should screen their students daily for COVID-19 symptoms prior to sending their children to the bus stop.
- Social distancing is recommended at bus stops.
- Face coverings will be available for students upon request.
- Social distancing will be maintained on buses when feasible. Assigned seating may be utilized as needed.
- Open windows and roof vents may be utilized when practicable to maximize air flow.
- Students from the same household may be seated together.
- 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.

Employee Protection

- Employees will receive training prior to performing transportation duties.
- All transportation employees will be required to follow district COVID-19 health procedures.
- Bus drivers and assistants should maintain social distancing to the greatest extent possible.
- Transportation staff may wear face coverings.

Bus Sanitation

- Buses will be sanitized periodically between-routes or events
- Buses will be fogged with sanitizer on a rotational basis.
- Buses will be equipped with Covid PPE supplies.
- Buses will have safety and sanitizing recommendations posted.

Activities and Field Trips

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

Transportation (Tier 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 return to 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 operates in person cafeteria breakfast feeding and breakfast in the classroom.
 - In Person- students come through the meal line in the cafeteria and choose components of a meal then eat in the cafeteria.
 - Breakfast in the Classroom- food is delivered to each classroom where students choose components and eat in their classroom. Totes are collected after breakfast and cleaned for next day's use.

Elementary Lunch - Cafeteria

- CCSD will operate normal self serve/buffet style serving at all elementary schools.
 - Students will grab 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 window between each meal service.

Secondary Breakfast

- CCSD will operate 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 districts approved adapted learning plan and follow state and local health protocols pertaining to meal service.
 - Nutrition Services has or can easily obtain all required PPE and serving supplies to transition back to school year 20-21 serving style as outlined in last year's Covid Response Plan.

Individual Buildings (Tier I and Tier II):

All Schools (If Necessary)

March 1, 2022

- 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 & 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.
- Physical Education classes will refer to Activities recommendations for instructional activities as well as sanitizing equipment.
- Group learning activities/mixing of students in a classroom will be minimized, as feasible.

Individual Buildings (Tier III):

CCSD schools will operate under the provisions of the approved adapted learning plan.

Counseling and Other Services (Tier I and Tier II):

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. of 2020. 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 the Adapted Learning Plan (ALP) for their academic instruction and the lack of closure to the school year:

- 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:
 - Facilitate individual student academic planning and goal setting that may have been cut short by the ALP,
 - 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 and Tier II):

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.

Currently, activities have begun. At this time there are no restrictions on student athletes. 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

Activities (Tier III):

CCSD will operate under the provisions of the approved district 2021-2022 COVID Response Plan.

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. Measures have been taken to slow the spread and combat COVID-19. Campbell County School District will continue to work with Campbell County Public Health officials, the Wyoming Department of Education, and other agencies regarding appropriate distancing and sanitizing. The following information is for employees as we return to our buildings for the 2021-2022 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 must stay home and must provide a release prior to returning to work.
- 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.

March 1, 2022

- 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.
- Close Contact: Kip
- **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.

Fully Vaccinated: Kip

- **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. **Duration, exceptions?**
- **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.