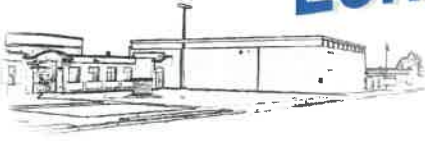


Lena Public School District



Small Community, Great Opportunity

304 East Main Street

Lena, WI 54139

920-829-5703 (5) District Office
920-829-5959 (3) Elementary Office
920-829-5244 (4) H.S./M.S. Office
920-829-5122 Fax
www.lena.k12.wi.us

Board of Education

Lori Dufek – President
Ed Huberty – Vice-President
Charles Imig – Clerk
Dave McNurlen – Treasurer
Tim Goldschmidt – Member

Ben Pytleski – District Administrator
Elementary Principal
James Torzala – MS/HS Principal/SPED Director

Lena Public School District Reopening Plan

Introduction

- Our decision-making for reopening school this fall has been in the best interest of our students and staff and has not been political in any way. We know that children learn best in a face-to-face environment and that teachers are also at their best in a face-to-face environment. We also realize that any reopening plans presents risks that we do not take lightly. Our plan is to open, full-time, on September 1st and we will do so as safely as we practically can. Our safety protocols that will be put in place will be for the safety of all, but also to help us in mitigating any spread of disease, as well as making contact tracing more manageable to prevent large shutdowns of all or parts of the school district. We appreciate your support in embracing this guidelines and protocols to ensure the safest learning environment possible for our staff and students. We have carefully reviewed and considered all guidance from the CDC, Wisconsin DHS, American Academy of Pediatrics, and will continue to work with Oconto County Health and our School Nurse as necessary.
- We will continue with our plan to start the school year with a 6-week closure period of the 2019-20 school year. This will be followed by two shortened 15-week semesters for 2020-21.

Reopening

- First Day of School will be Tuesday, September 1st, with normal school hours.
- School will be in session 5 days a week using a traditional (face-to-face) format.
- We will NOT be hosting an Open House this year.

Safety

- Physical Distancing of 6 feet will be a continual priority, wherever practicable.
- Due to the State Mask Mandate, ALL Students and Staff will be REQUIRED to wear face coverings.
- Even without the State Mask Mandate, we would have expected ALL Students to wear a face covering in high traffic areas such as hallways, on the school bus, in the lunch line and when appropriate physical distancing is not possible.
- Parents/guardians will be asked to screen their children for COVID symptoms prior to arrival at school. Like always, please keep your children home when they are sick.
- Hand sanitizers will be readily available entering each classroom and office and have been installed on every school bus.
- All public restrooms have been upgraded with touchless faucets, soap dispensers, and towel dispensers.
- Cleaning and disinfecting will take place continuously throughout the daily schedule.
- Each teacher will be setting up their classrooms in a way to physically distance as much as practicable, whether using desks, tables, or a combination of both.
- Meals will be served in several areas to ensure social distancing during breakfast and lunch.
 - We will be utilizing the classrooms, multi-purpose room, and the small gym to effectively social distance our students during the lunch periods.

Parent/Student Pick Up

- Parents/Guardians will **NOT** be permitted to enter the building during drop-off or pick-up times.
- Student drop-off and pick-up areas will be the same as past years and we will have staff to greet Elementary students outside and to escort out to vehicles.
- We are encouraging parents, who are able to do so, to drop off and pick up their children to help us with minimizing crowded buses.

Visitors/Building Access

- We will not be allowing visitors into the building until further notice.
- Only essential school service professionals, essential deliveries, and service/repair professionals will be allowed and must be screened upon entry.
- Classroom volunteers and lunch visitors will not be allowed until further notice.
- If something needs to be dropped off at school for a student or for the office, a drop-box outside of the District Office doors will be available. Simply call the office to inform us that an item has been dropped off and who it is intended for.

Fall Sports - WIAA

- Cross Country is scheduled to start practice on August 17th.
- Close contact sports (football and volleyball) are scheduled to begin the season on Tuesday, September 8th
 - Coaches will communicate practice and game schedules

Communication

- Communication is a critical component of any plan. Making sure that the District is communicating key messages both internally and externally will be important as we work to build confidence in our school district's ability to bring people back to the building in a safe way.

Our return plan and all updates will be posted on the school homepage <https://www.lena.k12.wi.us> and we will utilize our School Messenger System and School Facebook Page as well. The website will serve as the central hub for information and will be updated regularly as appropriate.

Preventive Safety Measures

Physical Distancing

The definition of physical distancing regarding COVID-19 is a minimum distance of six feet in all directions. We understand that by nature we are social beings and that physical distancing will be difficult to achieve, however the district is working hard to create environments that allow for physical distancing.

Face Coverings

Wearing face coverings has been shown to reduce the spread of infection by protecting you, as well as those around you. Students and staff may choose to bring their own appropriate face coverings. The District will provide students and staff with face coverings if they do not have their own. Appropriate face coverings must cover both the nose and mouth. Double thickness is recommended by the CDC guidelines. All face coverings must comply with the school dress code.

Face coverings will be **REQUIRED** of all students and staff in grades 4K - 12. Students and staff may choose to bring their own face coverings or the District will provide one to them. A face

covering includes, but is not limited to: bandanas, cloth face masks, disposable or paper masks, or neck gaiters. Face coverings must cover both the nose and mouth.

- Students and staff who are unable to wear face coverings due to medical reasons may request accommodations through their healthcare provider.
- Students and Staff refusing to comply with face covering requirements will be sent home and subject to disciplinary action.

Students are encouraged to ask themselves the following questions about their face covering:

- Does my choice of clothing make those around me uncomfortable?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug or gang related, or inflammatory messages on my clothing?

Note: Double thickness is recommended by the CDC guidelines, but not required.

Isolation Rooms

The District will have designated isolation rooms available for individuals who are at school and come down with COVID-19 symptoms. There will be an isolation room located in both the Elementary School and in the Middle/High School.

Drinking Water

We recommend that students bring their own water bottle to use at our bottle filling stations.

Vulnerable Individuals

Parents of Elementary Students who may be particularly vulnerable to the effects of COVID-19 may request accommodations by contacting Superintendent/Elementary Principal Ben Pytleski at pytleskib@lenak12.org. Parents of Middle and High School Students may contact MS/HS Principal James Torzala at torzalai@lenak12.org.

Personal Hygiene

Coughing and Sneezing

Even with a facial covering, it is still important to cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Healthy Hand Hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose and mouth with unwashed hands. Staff will work with students to help teach healthy hand washing techniques.

Hand Sanitizing

Hand sanitizer will be provided in all classrooms, department offices and other key areas in the building.

Cleaning and Disinfecting

Classrooms will be equipped with basic surface sanitizing sprays and wipes and hand sanitizer. Individuals are encouraged to clean their personal space before and after use. Classrooms will also be cleaned regularly by custodial staff.

Learning Environment

Lena intends to maximize traditional (face-to-face) instruction while preserving the health and safety of everyone in our classrooms and academic buildings. When possible, teachers will take “mask breaks” outside and utilize our outdoor spaces for classes when appropriate.

Virtual Learning

We will be utilizing Virtual Learning Platforms, specifically Google Classroom, while we are face-to-face. We will reserve full-time virtual learning for our students with vulnerable health issues and for the instances when we may need to quarantine individual students, specific groups of students, or full school shutdowns. School-issued Chromebooks will be supplied to students in grades 4th-12th.

Special Education

- IEP’s will be conducted virtually, when possible, until further notice.
- Special Education teachers will continue to create transition plans in the event of additional school closures.
- Special Education teachers will continue to prioritize the IEP goals.

Common Areas

Hallways

Students and Staff will be REQUIRED to wear face coverings in hallways. Physical Distancing of 6 feet will be a continual priority.

Cafeteria/Lunch Times

Students will be released to the cafeteria at staggered times. Hand sanitizer will be available as the students enter the kitchen through one entrance and face coverings will be required in the lunch line. The kitchen staff will serve students and will enter student lunch numbers to minimize the amount of cross contamination. We will be eating in different areas on a rotating basis between the cafeteria, the small gym, the multi-purpose room, and the classroom.

Physical Education

Physical Education classes will be more individualized with less group activities.

Playground

Students will need outside recess times and a break from wearing masks. Recess times and playground areas will be staggered to help ensure the safety of students and staff in our outside environment.

Bus

Students will be required to wear a face covering on the bus. All students will be assigned a seat, which will allow for better physical distancing, as well as to help with contact tracing. Hand sanitizer will be available at the entrance of the bus.

Drop Off/Pick Up

Drop Off

Beginning of the School Day

- Parents are not allowed in the building during morning drop-off.
- The school building doors will be open to students beginning at 7:30 A.M.

During the School Day

- The only entrance to drop-off a student after the start of the school day is at the District Office doors.

Pick Up

During the School Day

- Parents/Guardians are to pick up students outside of the District Office.
 - Students will need to sign out of the building before exiting.

End of the School Day

- Parents/Guardians will **NOT** be permitted to enter the building during student pick-up.
- Parents/Guardians are being asked to stay in their vehicle outside of the District Office to wait for their child/children
- Elementary students will be escorted by staff outside of the building to the parking lot west of the school.

Meetings, Programs and Events

All meetings, programs and events are subject to administrative approval.

Travel

All students and employees are encouraged to limit nonessential personal travel. Visit the Wisconsin Department of Health Services and the Centers for Disease Control and Prevention (www.dhs.wisconsin.gov) prior to travel for the latest travel guidance.

LENA PUBLIC SCHOOL DISTRICT | 2020-2021 CALENDAR

4 Independence Day

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School
18 M.L. King Day

26 & 27 Teacher In-Service

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

5 Teacher In-Service (No Students)
12 Last Day of 1st Semester
15 Teacher In-Service (No Students)
15 Presidents' Day
16 First Day of 2nd Semester

1 First Day of School w/Students
7 Labor Day -No School

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 No School
31 P/T Conferences 4-8pm

8 Last Day of 19-20 Closure
9, 12, 13, & 14 Teacher In-Service (No Students)
12 Columbus Day
15 First day of 1st Semester 2020-2021 School Year
31 Halloween

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-5 No School
02 Good Friday
04 Easter Sunday

11 Veterans Day
23-27 No School
26 Thanksgiving Day

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

09 Mother's Day
26 Graduation 7 pm.
31 No School
31 Memorial Day

2 P/T Conferences 4-8 pm
23-31 No School
25 Christmas Day

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Students Last Day
7 Teacher In-Service/ ½ Day
20 Father's Day

OCONTO COUNTY SCHOOL DISTRICT'S COVID-19 DECISION TREE A GUIDE FOR SCHOOL STAFF

ARE YOU EXPERIENCING ANY OF THE FOLLOWING COVID-19 LIKE SYMPTOMS:

- Fever (**100.4°F or higher** without fever-reducing medication, ie. Tylenol/acetaminophen), Motrin/ibuprofen, or Aleve/naproxen)
 - Loss of smell or taste
 - New onset cough
 - New onset muscle or joint aches
- Sore throat
 - New onset shortness of breath
 - Chills
 - New or unusual headaches
 - Nausea, vomiting, diarrhea, or loss of appetite

YES
I have 1 or more symptom

NO
I have no symptoms

FOLLOW CDC GUIDELINES:

1. Notify your supervisor and stay at home.
2. Monitor your symptoms.
3. Call your health care provider.
4. Stay home until you are:
 - a. Symptom free without medication use for 24 hrs, **AND**
 - b. 10 days have passed since symptoms started, **AND**
 - c. Symptoms have significantly improved
 - OR --
 - d. Otherwise directed by your medical provider (*a medical note is required if a, b, & c, above are not met*).

DO YOU THINK YOU HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WHO HAS BEEN DIAGNOSED WITH, OR TESTED POSITIVE FOR COVID-19?

YES

NO

FOLLOW DISTRICT GUIDELINES:

1. Notify your supervisor and stay at home.
2. Separate yourself from others.
3. Wait 24 hours for the Public Health Department to contact you and determine if you are considered as a close contact with a positive COVID-19 case.

NOTE: Close Contact is defined as being within 6 feet of a positive COVID-19 case for 15 minutes or more

HAS THE PUBLIC HEALTH DEPARTMENT CONFIRMED THAT YOU HAVE HAD DIRECT EXPOSURE?

Practice social distancing and good hygiene. No exclusion required.

NOTE:
If Public Health does not contact you within 24 hrs., call them directly for clearance: 920-834-7000

Practice social distancing and good hygiene AND Watch for symptoms. No exclusion required.

Watch for symptoms AND quarantine yourself for 14 days or unless otherwise directed by Public Health. If symptoms develop, notify your supervisor and contact your healthcare provider.
NOTE : School Nurse will be notified by Public Health of the need for school staff to quarantine, and length of quarantine requirements.

NO

YES

COVID-19 DECISION TREE

A GUIDE FOR TEACHERS & THEIR STUDENTS AT SCHOOL

IS YOUR STUDENT EXPERIENCING ANY OF THE FOLLOWING COVID-19 LIKE SYMPTOMS:

- Fever (**100.4°F or higher** *without* fever-reducing medication, ie. Tylenol/acetaminophen), Motrin/ibuprofen, or Aleve/naproxen)
- Loss of smell or taste
- New onset cough
- New onset muscle or joint aches
- Sore throat
- New onset shortness of breath
- Chills
- New or unusual headaches
- Nausea, vomiting, diarrhea, or loss of appetite



FOLLOW DISTRICT GUIDELINES:

1. If not already wearing a mask, have student put on a cloth facial covering or mask (*unless child has difficulty breathing*)
2. Discretely contact the health office; and office staff will direct where/how to send student for a health assessment.
3. Thoroughly clean all surfaces in the classroom and instruct others to wash their hands.
4. If symptoms are confirmed during the health assessment, the student will remain in isolation and sent home until the appropriate criteria are met (*refer to 'Return to School a Guide for Families and Their Children'*).
5. Be prepared to provide virtual education while student's symptoms are being evaluated or monitored at home.

NOTE: School Nurse will be notified if your student tests positive for COVID-19 and an instructed protocol will take place.

DO YOU THINK YOUR STUDENT HAS BEEN IN CLOSE CONTACT WITH SOMEONE WHO HAS BEEN DIAGNOSED WITH, OR TESTED POSITIVE FOR COVID-19?



Expect student back in class **AND** Practice social distancing and good hygiene with all students.

Make virtual plans for student's online learning (up to 14 days).

FOLLOW DISTRICT GUIDELINES:

1. If not already wearing a mask, have student put on a cloth facial covering or mask (*unless child has difficulty breathing*)
2. Discretely contact the health office ; and office staff will direct where/how to send student for an contact exposure/health assessment.
3. Thoroughly clean all surfaces in the classroom and instruct others to wash their hands.
4. If exposure or symptoms are confirmed, student will be sent home to await further directives from public health or their medical provider.
5. If symptoms are confirmed during the health assessment, the student will remain in isolation and sent home until the appropriate criteria are met (*refer to 'Return to School a Guide for Families and Their Children'*).
6. Be prepared to provide virtual education while student's symptoms are being evaluated or monitored at home.

NOTE: Public health or medical provider will notify school health office of the duration of time the student will remain out of school. Health office will update teachers with student's expected return date.

Practice social distancing and good hygiene. **No exclusion required.**

NOTE: Public Health will confirm with School Nurse if a student has been identified as a close contact with a positive COVID-19 case. Close contact is defined as being within 6 ft of a positive COVID-19 case for 15 minutes or more.

HAVE YOU BEEN NOTIFIED THAT YOUR STUDENT WILL REMAIN HOME LONGER THAN 24 HRS?



DECISION TREE ON SENDING MY CHILD TO SCHOOL A GUIDE FOR FAMILIES & THEIR CHILDREN

IS YOUR CHILD EXPERIENCING THE FOLLOWING SYMPTOMS?

- **Fever** (100.4°F or higher without taking fever-reducing medications like Tylenol/acetaminophen, Motrin/ibuprofen, or Aleve/naproxen)
- **Loss of smell or taste**
- **New onset cough**
- **New onset muscle or joint aches**
- **Sore throat**
- **New onset shortness of breath**
- **Chills**
- **New or unusual headaches**
- **Nausea, vomiting, diarrhea, loss of appetite**



FOLLOW DISTRICT GUIDELINES:

1. Call your child in sick using the school attendance line and report symptoms; keep your child at home.
2. Monitor your child's symptoms.
3. Call your child's health care provider.
4. Keep your child home until your child is:
 - a. Symptom free without medication use for 24 hours, AND
 - b. 10 days have passed since symptoms started, AND
 - c. Symptoms have significantly improved, OR
 - d. Otherwise directed by your medical provider, a medical note will be required if a, b, & c, listed above are not met.

NOTE: If your child tests positive for COVID-19, the school nurse will be notified.

Practice social distancing and good hygiene with your child AND watch for symptoms.
No exclusion required

Watch for symptoms AND quarantine your child for 14 days or unless otherwise directed by Public Health. If symptoms develop, notify the school health office and contact your healthcare provider.

NOTE: School Nurse will be notified by Public Health of the need for your child to quarantine, and length of quarantine requirements.



DO YOU THINK YOU YOUR CHILD HAS BEEN IN CONTACT WITH SOMEONE WHO HAS BEEN DIAGNOSED WITH OR TESTED POSITIVE FOR COVID-19?



FOLLOW DISTRICT GUIDELINES:

1. Notify the health office and keep your child at home.
2. Separate your child from others in the household (as much as possible).
3. Wait 24 hours for the Public Health Department to contact you if it has been confirmed that your child has been in direct exposure.

Practice social distancing and good hygiene with your child.
No exclusion required

HAS PUBLIC HEALTH CONFIRMED YOUR CHILD HAS HAD CLOSE CONTACT WITH A POSITIVE COVID-19 CASE?

NOTE: Public Health will confirm with School Nurse if a student has been identified as a close contact with a positive COVID-19 case. Close contact is defined as being within 6 ft of a positive COVID-19 case for 15 minutes or more.

REQUIREMENTS FOR RETURN TO SCHOOL

A GUIDE FOR FAMILIES & THEIR CHILDREN

IF YOUR CHILD HAS BEEN IN ISOLATION DUE TO:

- Testing positive for COVID-19
- Experiencing symptoms of COVID-19

(Isolation is when you are instructed to stay home and distance yourself from others due having COVID-19 symptoms and/or if you have tested positive for COVID-19, regardless of symptoms)

THE FOLLOWING IS REQUIRED FOR YOUR CHILD TO RETURN TO SCHOOL:



10 days since symptom onset
(if symptom/s were present)

AND



24 hrs fever-free without use of
fever-reducing medication
(if fever was present)

AND



Shows **significant** improvement in
all other symptoms

OR

A written letter
from a medical
provider indicating
your child is **NOT**
contagious with an
infectious illness.

IF YOUR CHILD HAS BEEN IN QUARANTINE DUE TO:

- Having close contact with a positive case of COVID-19
- Awaiting COVID-19 test results

(Quarantine is when you are instructed to stay home due to being a close contact with a positive COVID-19 case and/or if you have had a COVID-19 test and you are still waiting for results, regardless of symptoms.)

THE FOLLOWING IS REQUIRED FOR YOUR CHILD TO RETURN TO SCHOOL:



14 days has
passed since
child's last date
of exposure to a
positive COVID-
19 case

OR



Notification has been
received from Public
Health for an earlier date
of release from
quarantine

NOTE: Public Health will determine all dates
of quarantine release, and will notify the
school health office.

NOTE:

Contact the school
health office with any
questions about your
child returning to
school.