COVID-19 Communication Topics - Safety, Operations & HR Support

This document is intended to be a resource in an effort to establish good communication processes, practices, and understanding by all. Please realize this document and/or topics will be updated with changes during this pandemic as information becomes available.

Safe and Healthy Spaces

- General Health and Hygiene
  - Prioritize staying home when sick - if you have any of these symptoms, you must stay home
  - Student/Staff/Visitor Self Health Screening Guidelines:
    - Daily, you must complete your own self check and exposure monitoring by reviewing the questions below based from CDC Guidelines, and in the WFB safety protocol
      - Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
      - Are you experiencing a cough, shortness of breath or difficulty breathing, or sore throat?
      - Have you had a fever in the last 24 hours (100.4 or over)?
      - Have you had a new loss of taste or smell?
      - Have you had muscle pain or chills?
      - Have you had a new headache?
      - Have you had nausea, vomiting or diarrhea?
    - If symptoms listed above are present, or you’re currently experiencing symptoms associated with the COVID-19 virus, you MAY NOT report on District property and you need to determine if you should seek medical attention. If you cannot report to work/school, you must contact your designated COVID Contact below:
      - STAFF Contact - Cindi Maier, Director of Human Resources
        - Cindi.Maier@wfbschools.com or 414-963-3881
      - STUDENT Contact - Jacqueline Turkal, Village/District Nurse
        - Jacqueline.Turkal@wfbschools.com or 414-963-3928 ext. 3989
  - Mask/Face Covering Guidelines and Operations: Masks/face coverings are required for students, staff, parents/guardians, and visitors, unless ADA or medical accommodation is needed.
    - Mask/face covering guidelines while outside:
      - Six-foot social distancing should always be used unless the space prevents distancing.
      - Masks/face coverings are required when/where 6-foot social distancing is not possible.
    - Mask/face covering guidelines while inside:
      - Six-foot social distancing should always be used unless the space prevents distancing.
• Masks/face coverings are always required with limited exceptions subject to approval by Human Resources (for employees) or the School District Nurse (for students), such as (1) an individual’s own health condition prevents wearing the mask/face covering and the individual has received an approved exception from Human Resources (for employees) or the School District Nurse (for students); (2) the individual’s work or school responsibilities prevent wearing a mask/face covering; (3) when working in a personal office or other non-shared space; (4) while performing physical exertion, such as manual labor, running, and athletics training; (5) while in an indoor area designated for eating food and social distancing has been maintained; (6) in all cases where a mask/face covering cannot be worn and social distancing cannot be maintained, alternative methods must be utilized to limit potential transmission of COVID-19.

• Exceptions to the use of face coverings by certain groups of students will be made as recommended by the CDC. Staff serving these students will receive the recommended grade and type of personal protective equipment (PPE) to help support these students. (ie. face shields)

• Students and staff can bring and wear their own face coverings; we have secured several thousand cloth face coverings and plan to distribute at least 2 each to all staff and students.

★ The use of N95 respirators may be regulated by OSHA and are NOT encouraged for everyday use in a School setting.

• Whitefish Bay School District will NOT require the use of N95 respirators unless deemed necessary by a licensed healthcare professional. If N95 respirator use is required by an employer, per OSHA regulations that employee must be trained in the use of the respirator AND be fit tested on that type of respirator prior to issuance by the employer.

• Whitefish Bay School District will NOT allow regular use of N95 respirators on a voluntary basis. If deemed necessary, employees must be given Appendix D

★ Mask/face covering guideline supporting information and resources

★★ WFB Village Ordinance
★ Cloth Face Coverings in Schools: What Families Need to Know
★ How to safely wear and remove a cloth face covering
★ Evidence Shows Masks may help avoid severe illness even if you get COVID-19

○ Hand Hygiene

★★ Staff and Students should establish hand washing routines (At entry, before and after eating, after restroom use, after blowing nose, coughing, sneezing, after you have touched an item or surface that may be frequently touched by other people, such as door handles, tables, tech device, before and after touching your eyes, nose, or mouth).

★★ Hand hygiene supporting information and resources

★★ CDC Handwashing Training and Education

★★ Posters and fact sheets

★★ Handwashing
★★ Wash your hands fact sheet
★★ Handwashing and Hand Sanitizer Use

★★ Lesson plans

★★ lesson 5k/1st, lesson 1st
★★ lesson 2nd/3rd
★★ lesson 4th, lesson 4th/5th
- **Social Distancing** - what it is and why it helps
- **Respiratory Etiquette** - additional resources and poster.

**School Offices and Administrative Areas** (includes District Offices and other reception areas)

- **General Guidelines**
  - Limited/Essential access only
  - Meetings should be done virtually where possible. If virtual is not possible, meetings should be set in a way that will allow participants to meet **WFB Safety Protocols**.
  - Countertops should remain as clear as possible, to avoid the need to disinfect unnecessary items.

- **Physical Modifications**
  - Acrylic dividers are in place at all reception areas
  - Hand Sanitizer pump bottles will be available near office entrances.
  - Visual cues such as floor markings will be used to indicate queuing locations, traffic flow direction and the need to maintain social distancing.
  - Furniture in waiting areas will be spaced to promote appropriate social distancing. Excess furniture will be removed.
  - Signage with symptoms of COVID-19 to be posted near entrances and in lobby areas.

- **Cleaning/Sanitation**
  - Disinfecting wipes will be available in offices for staff use.
  - Buildings and Grounds/Custodial staff will monitor inventory of cleaning and disinfection materials within the classroom, and resupply when requested.
  - Offices will be cleaned and disinfected daily. Efforts by Buildings and Grounds/Custodial will be focused on high-touch surfaces (door handles, light switches, faucet handles, elevator buttons, etc.) and other focused cleaning in classrooms, offices, entrances, hallways, stairwells, and restrooms.
  - Office Staff will wipe down hard surfaces between each person served.

- **Copy/Work Rooms**
  - Occupancy will be limited to maintain social distancing.
  - Physical Modifications
    - Signage will be posted outlining expectations for occupancy and use.
    - Bringing in food to be shared will not be permitted.
  - Cleaning/Sanitation
    - As a shared space, staff should use disinfectant wipes to clean copiers and other equipment before and after use.
    - Work tables/counter surfaces, door handles/knobs and tools should be sanitized by users with disinfectant wipes before and after each use.

- **Conference Rooms**
  - These spaces should only be used if appropriate social distancing can be maintained.
  - Users should disinfect the conference table, and other high-touch surfaces upon entering and prior to leaving the space.

**Classrooms**

- **General Guidelines**
  - Shared items should be limited and disinfected between users
  - Establish Cohorts when possible
  - Assigned student seating should be maintained for period of pandemic
  - Entry doors will be kept open to minimize touches on door knobs/handles.
  - When possible, visual cues such as floor markings or tape will be used to indicate queuing locations, traffic flow direction and to maintain social distancing.
  - Furniture that is not easily cleaned and disinfected should not be in use.
○ Student traffic flow
  ■ Staggered entrance and egress procedures should be developed and shared with students
    ● Staggered room entry, proceeding to assigned seats.
    ● Staggered room exit, maintaining social distancing during exit and locker access.
  ■ When two entry points are available, one will be designated an entry and the other an exit.
○ Physical Modifications
  ■ Layouts will be modified to accommodate social distancing to the extent possible
    ● Example
    ■ Acrylic dividers for small group instruction
    ■ Unavailable seating or other furniture should be marked as such (in most instances, unused
      furniture and seating will not be removed from the classroom).
○ Cleaning/Sanitation
  ■ Cleaning and disinfecting supplies will be provided in all classrooms for teacher/staff use.
  ■ Buildings and Grounds/Custodial staff will monitor inventory of cleaning and disinfection
    materials within the classroom, and resupply when requested.
  ■ Classrooms will be cleaned and disinfected daily.
  ■ Cleaning and disinfection efforts by Buildings and Grounds/Custodial will be focused on
    high-touch surfaces (door handles, light switches, faucet handles, elevator buttons, etc.) and
    other focused cleaning in classrooms, offices, entrances, hallways, stairwells, and restrooms.
○ General/Miscellaneous Space Use and Operations
  ○ General Guidelines
    ■ All efforts will be made to reduce close proximity and density of occupants in Whitefish Bay
      School District facilities.
    ■ Access to hand sanitizer will be provided in each hallway section, common areas, school
      main offices and reception areas.
    ■ Cleaning and disinfection efforts by Buildings and Grounds/Custodial staff will be focused
      on high-touch surfaces (door handles, light switches, faucet handles, elevator buttons, etc.) and
      other focused cleaning in classrooms, offices, entrances, hallways, stairwells, and restrooms.
  ○ Entries and Egress
    points will not be designated as a single point of entry or egress. Entry and egress
    to buildings should be staggered to allow space for social distancing.
  ○ Elevators
    ■ Elevator signage will designate occupancy; in some cases, this will be recommended single
      occupancy.
    ■ Elevators should have grid markings added to the floor areas, indicating maximum
      occupancy with a level of separation, unless single occupancy is recommended.
  ○ Hallways/Corridors/Stairwells
    ■ Hallways and corridors will have social distancing floor markings to promote distancing.
      Most hallways will remain two-way traffic.
    ■ Staggered access to hallways that are not 6 feet wide or more should be done through
      scheduling to limit cross traffic of students and staff.
  ○ Computer Labs
    ■ Social distancing should be maintained.
    ■ Disinfecting wipes will be available for staff to clean/disinfect after student use.
    ■ Custodial staff will use electrostatic sprayers to disinfect computer areas daily.
  ○ Restrooms
    ■ Where possible, students should use a designated restroom for their classroom or grade
      level.
    ■ Access should be limited to maintain social distancing.
Focus will be on cleaning and disinfecting.
Restroom doors that can be propped open without causing privacy concerns, should be to limit touchpoints.
- Locker room Shower Facilities use TBD
- Informal Gathering/Common Spaces will have signage installed related to social distancing.
- General/building-wide employee break rooms should be reviewed to determine if they should remain open to all staff, and if so, to what extent. Building Principals at each school will determine whether these rooms should be closed or whether social distancing is possible.
- High School Field House vending areas will remain open with a nearby hand sanitizer station available for use.
- Lactation Rooms
  - Lactation rooms will remain available and equipped with disinfecting wipes.
  - Room users should disinfect all touchpoints after use.

School Day Access and Activities
- Modified use of Large Gathering Spaces
  - Field House
  - Great rooms/cafeterias
  - Gyms
- Safe and Healthy Access and Activities
  - Recess in divided areas of school grounds
  - Modified physical education - class should be held outdoors when possible
  - Reimagined music classes - NFHS guidance for music education, Fall 2020, NFHS guidance for choir/band
  - Staggered transition times and locker access
  - Lunch in classrooms for K-8
  - Food Service modifications at MS/HS (grab-n-go lunch/cashless)
    - Provided by Nicolet Food Service, EZ School Lunch
  - Meeting student transportation needs
    - MPS will provide 220 transportation as usual - confirmed 7/27/2020
  - Touchless bottle fillers will be available for use
    - Bubblers/Drinking Fountains will be turned off and should not be used
  - Swimming Pool Use
    - Guidelines for Reopening Pools
  - Pool signage and checklist

Maintaining a Healthy Environment
- Enhanced Cleaning and Disinfection Plan
  - All space types (classrooms, entrances, restrooms)
  - Frequently touched surfaces (door handles, light switches, hand railings)
  - Shared objects (Art supplies, PE equipment, library books, iPads)
  - Supporting information and Resources
    - How to Clean and Disinfect
    - 3m Quat (#5 RTU) Technical Data Sheet
    - 3m Quat (#5 RTU) Safety Data Sheet
- Monitor Inventory of Equipment and Supplies
  - Electrostatic sprayers, face masks/facce coverings, face shields, non-contact IR thermometers
  - Soap, hand sanitizer, disposable gloves, disinfectant, paper towel
• Increase Ventilation and Improve Air Quality
  ○ Increase outdoor air ventilation rates where feasible
  ○ Improve air filters in Air Handling Units and Unit Vents (from MERV*8 to MERV 13)
    ■ *(MERV) Minimum Efficiency Reporting Value
  ○ Provide limited window A/C (fans will not be used)
• Hard surface floor finish with Microban, antimicrobial protection

Support and Response
• When a confirmed case has entered a school
  ○ Designated COVID Contacts
    ■ STAFF Contact - Cindi Maier, Director of Human Resources
      • Cindi.Maier@wfbschools.com or 414-963-3881
    ■ STUDENT Contact - Jacqueline Turkal, Village/District Nurse
      • Jacqueline.Turkal@wfbschools.com or 414-963-3928 ext. 3989
    ■ School Administrator at each site
      ○ Whitefish Bay School District will use the Local Health Department resource guide and coordinate with the Northshore or other local health departments when responding to COVID symptoms, contact, or positive test results of an employee or student.
      ○ Process for confirmed case of COVID-19
      ○ Isolation rooms have been identified at each site - HS (separate space in clinic), MS (103A), RI (117), CU (118), LY (gym stage)
      ○ B&G will be notified to close area(s) where sick individual has been and follow CDC recommendations for cleaning/disinfection (all hard surfaces and frequently touched surfaces)
      ○ What to do while you wait for your COVID test results
• School Health Office/Clinic operations
  ○ Interim Guidance - Role of school/district nurse
  ○ Classroom vs. health office response
  ○ COVID-19 Decision tool for School Nurse
• Resources for Staff and Families
  ○ Prevention
  ○ School Decision Making Tool for Parents, Caregivers and Guardians - New CDC Publication
  ○ Signs and Symptoms of COVID-19
  ○ COVID-19 symptoms vs other illnesses
  ○ Responding to possible exposure or confirmed case
  ○ Family information - symptoms, prevention, when to stay home and for how long, when student can return, FAQs, and resources
  ○ WI Department of Health Services Recommendation/FAQ covid testing in schools

Maintaining Healthy Operations and Reinforcing a Culture of Health, Safety, and Shared Responsibility
• Working with North Shore Health Department
  ○ Planning for return to school, responding to symptoms of illness, positive cases of COVID-19
• Signage, training and resources.
  ○ CDC Print resources
  ○ CDC resources for HS students
  ○ Symptoms of COVID-19
  ○ COVID-19 Fact sheet
  ○ Encourage Social Distancing
  ○ Use of Face Coverings
  ○ Respiratory etiquette
Hand washing routines example 1, example 2
Hand sanitizer stations
COVID-19 Public Service Announcement ideas
Talking to children about COVID

Where employees can go if they want to get tested? There are multiple testing sites in the Milwaukee area and many of them are free. The closest is currently: Outreach Community Health Center
Outreach Community Health Center
210 West Capitol Drive
Milwaukee, WI 53212
Phone: 414-727-6320

Who can you call to get additional information? The North Shore Health Department is a great source of up to date information.

The North Shore Health Department offices are staffed Monday through Friday from 8:00am to 4:30pm. Please contact at 414-371-2980 during our regular business hours or email at nshd@nshealthdept.org. Please leave your name, phone number, and/or email.
If you have an urgent public health need during non-office hours, please call the Bayside Communications Center's non-emergency number at 414-351-9900 and the appropriate public health authorities will be notified.

Human Resources Support

WFB email is the official form of employee communication. Therefore, employees need to be checking your work email address to get the most updated information.

Staff Support Processes
- HR Procedures related to COVID-19
- Possible or Confirmed case of COVID-19 Info for parent, family, employee
- Being around others after a positive test - CDC Guidance
- Return to work after quarantine and/or isolation
- HR Procedures related to COVID-19

Requests under Families First Coronavirus Response Act (FFCRA), Family and Medical Leave Act (FMLA), and/or Americans with Disabilities Act (ADA) Accommodation. These forms are used for requests related to individuals asking for accommodations related to their own personal health or leaves related to school closures that result in loss of childcare.

- Families First Coronavirus Response Act (FFCRA)
  - 2020 FFCRA Employee Leave Election Form
  - 2020 FFCRA Poster_WH1422_Non-Federal.pdf
    - FFCRA Emergency FMLA (eFMLA) - Flowchart by ABRC
    - Emergency Paid Sick Leave (EPSL) - Flowchart by ABRC
- Family and Medical Leave Act (FMLA)
  - FMLA-Request Form
  - FMLA-Healthcare Provider Form
  - FMLA - Federal Poster
  - FMLA - Wisconsin Poster
- Americans with Disabilities Act (ADA) Accommodation
  - ADA-Accommodation Request Form
  - ADA-Medical Inquiry Form
- Substitutes and Coverage
  - Comparables of daily and long term substitute pay rates were reviewed. Rates have been updated for the 2020-21 school year and are above average related to comparables.
  - To assist with daily coverage concerns, the decision was made to post two Long Term
 Substitute Teachers for the first semester (one at elementary level and one at secondary level).

- Review Remote Work Options Case-by-Case
  - Employees will need to submit election forms and required documentation to the Director of Human Resources for review related to an ADA Accommodation, FFCRA, and/or FMLA.
- Team Member Wellness 2020-21 (potentially provided by Rec. & Comm. Ed. Dept.)