

COVID-19 Plan for Employees  
School Opening 2021-2022

*Plan is subject to change based on guidance from the CDC, the MS Department of Health, orders by the Governor and/or local decisions.*

Temperature Checks	All employees will have a temperature check upon arrival to work. If your temperature is 100.4 degrees or above, go directly to the facility isolation area and contact your supervisor immediately. You must remain masked.
Sick Employees	Employees who are not feeling well will contact their immediate supervisor and follow department/building procedures.
Student Temperature Checkers	Employees who check the temperatures of students must wear masks. You are to check the temperature of every student who arrives on campus. The student must be standing away from the bus and/or car. If the student's temperature is 100.4 degrees or above, he/she will be escorted directly to the isolation area. The temperature will be checked a second time for confirmation.
Masks/Face Coverings	Employees can use personal mask/face coverings that are school appropriate.
Personal Hygiene	Employees will wash their hands multiple times a day when they are not directly supervising students and use hand sanitizer when supervising students.
Sanitizing	Classrooms will have COVID-19 kits, which will include gloves, hand sanitizer, facemasks and cleaning solutions. The gloves and masks will be for students who become sick during class. Teachers and assistants will be responsible for sanitizing surfaces in-between student use. Sanitize technology devices by spraying a cloth with an alcohol-based solution (do NOT soak cloth, just dampen) and wipe the device. Never spray anything directly onto a technology device. Never use bleach or ammonia products on technology devices. Sanitize cafeteria tables after each lunch group. Sanitize buses at the conclusion of each route. Hand sanitizer will be available in each classroom, bus, cafeteria, and located throughout buildings. Doors to restrooms, offices, cafeterias and interior hallways will be propped open to avoid contact with doorknobs and panic bars. High traffic areas will be sanitized frequently.
Classroom/Office Distancing	Classrooms arranged to achieve the greatest level of distancing for students. Employees and students are required to wear masks/face coverings at all times while in the building. Teachers are encouraged to design lessons that require the least amount of student contact. Students will have hand sanitizer available to frequently clean hands. Each classroom will have disinfectant to use to keep student surfaces clean for every class.
Greeting Visitors	Office personnel will greet visitors through the buzzer system. Politely ask what the parent/guardian/visitor needs and address the needs accordingly. Each school will set up a procedure for students to check in and out to ensure minimal access to the campus by parent/guardian. Students who check in will have their temperatures checked before

	entering. Students with temperatures 100.4 degrees or above are not allowed to check in to school.
Student Hallway Travel/Class Change	All assigned personnel are to be in the assigned duty positions during class change with masks/face coverings. They will avoid physical contact with all individuals and distance to the best of their ability. Students will wear masks/face coverings while making class changes.
Student Nutrition	All employees on duty and child nutrition employees will wear masks/face coverings. Employees will follow cafeteria guidelines during breakfast and lunch times.
Technology	In the event of extended virtual attendance, students in grades K-12 will be able to checkout a Chromebook for home use. Chromebooks will be used in the traditional environment with each student assigned a device in the classroom. Sanitize computer labs and classroom computers after each student usage. Sanitize technology devices by spraying a cloth with an alcohol-based solution (do NOT soak cloth, just dampen) and wipe the device. Never spray anything directly onto a technology device. Never use bleach or ammonia products on technology devices. Employees will not allow students to use their employee devices. Employees will wash their hands or use hand sanitizer when using community devices, such as computers, copiers and telephones. All teachers will be proficient in the use of Google Classroom, School Status Communications, and blended learning softwares utilized by the district. Teachers will be proficient in assistive technologies to meet the needs of all students.
Mental Health-Whole Child Education	Our school district has developed procedures to assist students/parents/guardians/staff with resources to manage student/staff mental health. Risk assessments are administered by behavior counselors upon referral. Counseling is available at each campus to help students and staff deal with mental health issues to include stresses endured during COVID-19.
Teacher/Parent Communication	The WCSD will continue to use School Status Communications as our parent/teacher communication portal. Parent-teacher conferences arranged through multiple online platforms will minimize the need for in-person contact. Some face-to-face meetings will be required and scheduled.
Attendance Policy	Regular district employee absentee procedures will be in place and followed.