



863 Sweetwater
Lander, Wyoming 82520
(307) 332-4711 - fax (307) 332-6671
www.landerschools.org

FCSD1 Smart Start Plan

2020-21 School Year

Revised: July 21, 2020

Our Mission: In partnership with families and community, we educate students to become responsible citizens who respect one another and have the motivation, skills, and knowledge to succeed.

Our Vision: By setting high expectations and providing diverse learning opportunities, we will empower students to succeed in careers, college, and life.

As we plan for reopening schools in August, Fremont County School District #1 is working to ensure a high-quality education for our students, responsive to changing health circumstances. School closures, due to COVID-19 this spring, had a large impact on our students, families, and community. Based on survey feedback, we know the majority of our families are ready to get back to in-person learning this fall. While we cannot mitigate every risk, through thoughtful and careful planning, we will build the systems to safely bring students and staff back to in-person learning in August.

This initial plan will provide specific guidance for the health and safety of our students and staff, and a description of the various approaches the school district may use to provide an educational program for students. The information and procedures outlined in this document will continue to be updated as we receive additional guidance from the Wyoming Department of Education (WDE), the Wyoming and Fremont County Departments of Health, the Wyoming Governor's Office, and the Centers for Disease Control and Prevention (CDC). We ask for patience and understanding with this rapidly evolving situation and realize that health and safety protocols are updated frequently. The information contained in this document includes the best information available as of July 21. Any changes or updates in protocols or procedures will be communicated directly to parents, guardians, students, and staff in a timely manner.

Health and Safety

The health and safety of students, staff, and parents is of utmost importance and is incumbent upon adherence and personal responsibility to specific health and safety measures that are defined in the three specific areas of care: health screening, physical distancing, and sanitation procedures.

FCSD1 will provide and continually update safety guidelines for students and staff who enter school district buildings. Even with these guidelines, there is no absolute assurance that school buildings are free from contagious viruses like the coronavirus. In the absence of a vaccine or other health remedy, there are

best practices that can be followed to mitigate the risk of spreading coronavirus or other infectious diseases.

The health and safety plan focuses on components within a school day, beginning with the arrival of students, through transitions throughout the day, and finally, dismissal. The format of the document provides information on action plans regarding the safety, health, and wellness of students and staff during the COVID-19 pandemic.

Health Screening

Entry to school district buildings is initially dependent upon accurate health screening and the responsibility of the personnel and students who enter the facility.

- It is imperative that parents verify that children are not sick or demonstrating any symptoms of coronavirus each day by virtue of keeping students home if there is any doubt about illness. **(See Appendix B for a list of symptoms to monitor)**
- FCSD1 personnel will stay at home if sick, and assess daily their physical health for COVID-19 symptoms prior to entering a school building. **(See Appendix D for information on Families First Coronavirus Response Act)**
- Students and staff exhibiting Covid-19 symptoms during the day will be isolated to a designated location at the school, put on a face covering, and have their temperature checked. **(See Appendix B for a list of symptoms)**
- Students/staff with COVID-19 symptoms must go home.
 - Parents/guardians will be asked to pick up ill students within 30 minutes of being notified.
 - Student sent home with COVID-19 symptoms may return to in-person school once a physician's release is presented.

Rationale

- These are still uncertain times and the coronavirus continues to spread in our community. Even though school-age children have not been as susceptible to the effects of the coronavirus, other age groups in the population are at greater risk.
- Recent reports have indicated that children are less likely to be carriers of the virus. Therefore, opening schools is permissible and advisable as long as health and safety procedures are implemented and followed.
- Temperature will be assessed when staff or students manifest symptoms at school. Temperature checks may be used as a daily screening entry criteria, which will be determined closer to the start of school, based on state and federal health guidance.

Students and staff with COVID-19 symptoms will follow state and local health department guidelines and may be out for 14 days or more. If a student or staff member tests positive for the COVID-19 virus, they will follow local health orders **(See CDC, Wyoming Health Department, and Fremont County Health websites for current guidelines - these are listed at the end of this document)**

Physical Distancing

National and state health officers specify that physical distancing is an effective strategy to reduce the spread of coronavirus. A significant aspect of physical distancing is maintaining a distance of six (6) feet and wearing a face covering when the possibility exists for proximity that is less than 6 feet for 15 minutes or more. The school district is making every effort to expand the usable space in all facilities and use procedures to limit movement in buildings, especially within common areas. Educators are mindful that children do need to move and require healthy air exchange during the course of the school day.

- School Arrival: Each school building will designate more than one entry door for students and staff to arrive at school. Schools may also consider staggered start times for students. Information on specific arrival details will be distributed to parents and students prior to the start of school.
- Schools will establish traffic patterns and limit movement in common areas and transition areas during the school day.
- The school district will review ways to limit class sizes at all grade levels.
- To the extent possible, the number of personal interactions will be minimized throughout the school day by using the physical distancing guidelines of six (6) feet when in buildings.
- In situations where adequate physical distancing is not possible, face coverings will be used, to the greatest extent possible, for all students and staff. This will include on the bus, in common areas, and during student transitions in the building.
- Schools will attempt to keep students in cohorts of classmates to the extent possible.
- If cohorts rotate to other spaces, the rooms, equipment and materials will be disinfected prior to the next group's arrival.
- Every effort will be made to reduce the use of shared items.
- Procedures will be enforced to create space, limit movement, and compartmentalize areas of the building to assist with contact tracing in the event that a student or staff member contracts COVID-19.

Rationale

- Physical distance has been a proven strategy to stop the spread of coronavirus, and schools can facilitate physical distancing by limiting movement in buildings, using face coverings when appropriate, and expanding usable space to create more distance for staff and students.

Sanitation

The CDC has established cleaning guidelines for school buildings and have established standards for sanitation of facilities when there is a positive report of coronavirus. The school district recognizes that the sanitation of the school buildings is shared responsibility of staff and students who can be responsibly taught to adhere to sanitation standards of hand hygiene, covering a cough, and using personal protective equipment, such as face covering, when required. FCSD1 will ensure that custodial staff maintain the facilities in accordance with CDC standards. The district will provide staff with sanitation supplies for classrooms.

Frequent hand washing opportunities will be provided along with instruction on proper hand washing techniques. Hand sanitizer will be provided for use until hands can be washed with soap and water.

- Students and staff should bring a water bottle from home to minimize the use of common drinking fountains.
- Plexiglass dividers may be provided in front offices and instructional spaces in some cases.
- FCSD1 maintenance and custodial staff will be trained to provide increased sanitation on surfaces and common areas in buildings and buses.
 - Sanitizing measures currently in place include:
 - New air filtration systems being installed in all buildings
 - Initial, thorough fogging before school starts
 - Increased number of foggers available for regularly scheduled sanitation
 - Increased cleaning of high-touch areas
 - Increased sanitizer availability
 - Additional staffing to allow for more frequent sanitizing
- Schools may be closed for short periods for cleaning at the direction of state and local health officials.
- Each school will operate in a way that maximizes physical distancing, use of face coverings, and appropriate hygiene measures. When physical distancing is not possible, staff and students should wear face coverings to the greatest extent possible.
- Students and parents will be informed of requirements and protocols, and signage will be displayed when and where appropriate as reminders.

Rationale

- Sanitation procedures can be implemented and staff and students can be taught the importance of hand hygiene to stop the spread of coronavirus.
- Hand washing and not touching your face are protective measures that can be taught and implemented through all grade levels.
- CDC guidelines suggest closing a facility for 2 – 5 days to provide cleaning and sanitation of surfaces, but the school district will follow the guidance of local health officials.

Other Health and Safety Guidelines

- The district will review attendance policies to encourage students and staff to stay home when sick or caring for sick family members.
- Schools will de-emphasize perfect attendance recognition and/or other incentives to come to school.
- Attendance and reasons for absence will be actively monitored to understand trends that may signal the beginning of an outbreak.
- The number of visitors and volunteers allowed into the school will be limited. Family members may be allowed access to the main office only.
- The district will train all staff and provide educational materials to families regarding safety actions (enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices and COVID-19 specific symptom identification).

Smart Start Plan Tiers

Protecting the health of vulnerable populations, including students, families and educators, is important and key to the successful re-opening of schools in August 2020. Each family may have a different level of comfort during this time, which is why the district will provide options for both in-person or virtual learning. The decision to engage in online or in-person learning should be made in collaboration with the student's parent/guardian and their medical provider.

The FCSD1 smart plan outlines three tiers under which school operates. The School Board, in conjunction with the superintendent, will set the current tier level.

Tier I - Open: in-person learning as much as possible (default tier unless otherwise indicated)

- In-person classes and activities, with safety protocols in place including physical distancing during the day and other safe practices for students and staff.
- Physical distancing will take place to the greatest extent possible and face coverings will be used to the greatest extent possible where physical distancing cannot be maintained for extended periods of time.
- Minimal virtual learning on a limited, as-needed basis (for risk factors associated with COVID-19, families not comfortable returning, etc.)
 - May be provided through remote education, classroom-based virtual education, or full-time virtual education. **(See Instruction and Technology section for definitions)**
- Most students in school at the same time under the provisions of current health orders.

Tier II - Hybrid (Combination of in-person and adapted learning as required due to local or state health directives.)

- **Elementary (K-5)**
 - All elementary students will attend school in person.
 - Approximately one-half of the students will be in their regular classroom half of the time; the other half will attend school in another building working online with a staff member as a monitor to provide assistance. These groups will switch on a regular basis (every other day, weekly, etc.) so each group works in-person with the teacher regularly.
- **Secondary (6-12)**
 - Students with IEPs and other academically at-risk students will attend in-person school every day.
 - Staggered attendance will take place, having students in person on a rotating basis.
 - Schedules will be created that provide for a smaller number of students to attend in person to allow for physical distancing and will depend on current health orders.
 - Virtual students should be engaged in daily learning for an average of 6 or 7 hours, like a typical school day. This time may be a combination of video conferencing with teacher, video instruction by teacher, and engaging in individual learning activities and assignments.
 - Some students will engage in learning through a fully remote, online platform.

- Physical distancing will be utilized to the greatest extent possible. Face coverings will be used to the greatest extent possible if physical distancing is not possible.

Tier III - Closed/Remote Learning

- School buildings will be closed to students due to local or state health directives or orders.
- The district will follow provisions in the approved adapted (remote) learning plan.
- All students will take place in virtual learning.

In-Person vs. Remote Learning Choice

Knowing that in-person learning might not be feasible or safe for every family, FCSD1 will offer an online learning option due to the impact of COVID-19. No matter which option is best for each family, the district is committed to providing a high-quality, engaging, and supportive learning environment for every student. Families that choose virtual learning opportunities will be required to remain in virtual learning for the duration of the trimester (LMS) or semester (all other schools).

Guiding Principles for Reopening School in August 2020

FCSD1 knows that teaching students in-person is important for the wellness of our students and families. As schools reopen this fall, the health and safety of our students and staff is our number one priority. Using the following guiding principles, the district will minimize the risk to students, staff and the public.

- Prioritize the safety and well-being of students, staff, and community
- Minimize the risk of infection
- Ensure that schools can identify and contact anyone who has been in close contact with individuals who have been infected
- Open schools as close to “typical” as possible to provide familiarity and stability for students and families. We know that the school year may not be “business as usual” and will maintain flexibility to respond to changes
- Provide parent choice to enroll their children for either in-person or online (virtual) learning due to COVID-19 risk
- Maintain appropriate physical distancing and reduced group size/capacity loads in each classroom and/or building, as necessary and to the extent possible
- Support and accommodate those students with unique learning needs (including English language learners and students with disabilities) who might face barriers in accessing in-person, remote, or online learning environments.

Social and Emotional Learning Support

FCSD1 is fully committed to the social and emotional health of our students, families, and staff--especially in these uncertain times. This summer, professionals throughout the district are engaging in professional development in the area of mental health support, social-emotional learning,

and virtual instruction. This training will strengthen the district's ability to meet the unique needs of students, families and staff using trauma-informed, culturally responsive and resilience-building strategies and rigorous and engaging virtual instruction. When school resumes, students will engage in opportunities during the day to practice and reflect on a variety of social-emotional skills to prepare students to be successful.

FCSD1 schools employ school counselors, school social workers, school psychologists, and school-based behavioral therapists. These staff members work closely with teachers and school administrators to provide all students with appropriate social-emotional supports. To ensure access to essential resources and services, school and district administrators will continue to work closely with educators throughout the building to proactively identify, provide, and monitor additional supports for students who are struggling socially, emotionally, and/or behaviorally. In addition, parents are welcome to share concerns with their child's educators and/or access support through the school or district offices.

Communication Plan

FCSD1 is committed to providing families, staff, and the community with clear and consistent information on a regular basis. To communicate with all stakeholders, the district will

- Communicate information through a variety of methods such as regular updates to stakeholders regarding health orders and conditions that impact our school and families; updates posted to the website and district social media; and updates to the Board at regular board meetings.
- Continue collaboration with Fremont County and Wyoming health officials to determine disease levels and control measures in the community and share information.
- Collect feedback from students, parents and teachers about instructional successes and concerns.
- Inform stakeholders about new cases, exposure, and related impact on school operations, ensuring privacy is protected in each case.
- Engage parents to assist and support teachers and provide a bridge between school and families.

The School Day

Tier III - Closed

- The district will operate under the provisions of the approved district adapted (remote) learning plan.
- The district will comply with Fremont County and State of Wyoming public health recommendations regarding cleaning of facilities.
- Staff in the building will be provided PPE as requested and available.

Tier II - Hybrid

The district will follow Tier I Action steps for those physically attending school.

Tier I - Open

The subsections below pertain when students are physically attending school.

Student arrival, transitions, and dismissal

- Each school will develop and communicate a plan for student arrival, transition between classes, and dismissal that limits the number of close contacts per student. This may include changing the

number of entrances, requiring specific groups to use specific entrances, or staggering times for arrival, transition, or dismissal.

- Nurses' offices will have separate areas for healthy and ill students, to the extent possible.
- PPE will be provided to school nurses and school staff working with potentially ill students.
- P.E. classes will meet outside as much as possible.
- Schools will adhere to local health department recommendations regarding recess and outdoor activities.
- Masks will not be required during P.E. activities.

School Operations

Transportation

- Parents are encouraged to provide transportation for children to and from school if possible.
- Parents who transport their children must remain in their vehicles when picking up or dropping off students in the normal pick-up/drop-off lanes.
- Students and staff are to wear face coverings on the bus to the greatest extent possible.
- Members of the same household may sit together on the bus.
- Busses will be sanitized after each route, following guidelines provided by state and/or federal agencies.
- School administrators and nurses will be contacted to attend to any visibly ill student on the bus and contact parents after screening for COVID-19 symptoms.
- Bus routes may be adapted and/or staggered if necessary.

Nutrition Services

- Breakfast and lunch may be served in the classroom or other open areas to allow for physical distancing.
- Students will not be allowed to access the school's microwave ovens.
- FCSD1 will provide lunch for students who choose full-time online learning through the district.
- Self-serve options will not be available from district nutrition services.
- Snacks for birthdays or holiday parties are limited to individually packaged items only.

Facilities

- Schools may limit access to buildings for persons other than employees and students.
- Facility staff will follow state and federal guidelines for cleaning and sanitizing a building if a student or staff member tests positive for COVID-19.

Instruction and technology

Tier I - Open

- On-site student learning will occur in accordance with state or local public health directives or orders.
- The district will provide high-quality, standards-based instruction for all students, whether that occurs in-person or remotely.
- The district will provide all specially designed instruction and related services as indicated on student IEPs. Parents will be notified of all changes to specially designed instruction or related service delivery.

- **Remote education (see Appendix A for definition):**
 - Classes are delivered by a teacher located in a physical classroom with students present while also providing simultaneous remote instruction.
 - Online students must attend class at the same time as students attending in person.
 - Attendance is based on actual attendance during class time (twice a day for elementary; each class period for secondary).
- **Classroom-based virtual education:**
 - Classes are delivered virtually by a district teacher, based on the same content as what would be delivered in person.
 - Attendance is tracked at least once a week through virtual education participation metrics.
- **Virtual education:**
 - Classes are delivered virtually by a Wyoming certified teacher through a learning management system.
- Students will be assessed for student learning gaps at the beginning of the school year.
- Intervention services will be established and communicated for closing the learning gap that occurred due to COVID-19 closure in Spring 2020.
- Schools, students, and parents need to be prepared to pivot from face-to-face instruction to adapted learning on short notice due to changes in health orders.
- School teams and staff will reach out on a regular basis to foster positive relationships with individual students and to assess the social-emotional needs of those students.

Tier II - Hybrid

- The District will provide a Chromebook to any student in grades 3-12 who require a device to participate in learning from home.
 - For younger students, a device is provided as determined by principal, building staff, and household need.
- In the spring, the District surveyed families to determine the number of households without Internet connectivity.
 - 100 mobile hotspots were purchased to provide supplemental connectivity to households. Mobile hotspots are preferred over fixed solutions as they meet the Education Superhighway bandwidth recommendation (1mbit per student) while also being mobile for easy checkout and transfer, not bound to any fixed installation or existing city infrastructure.
 - A list of locations around each school building is provided to families who are looking for quick “drive-up” connectivity.
 - If providing access is not possible for whatever reason, principals and teachers will determine the best method of delivering instruction.
 - Where applicable, strategies will be demonstrated how staff can create opportunities for students to work offline to minimize connectivity requirements.
- The District will provide to all teaching staff (teachers, identified paras, etc) a series of professional development courses that will model best strategies for online and remote learning.
 - These courses will also provide hands-on practice with specific applications and subscriptions effective for such situations.
 - The district will strive to provide a consistent platform for delivery of academic work, reminders, and classroom communication through the Canvas learning management system.
 - The district will focus on strategies for successful learning during hybrid and/or online classrooms in preparation for modified school schedules.

- Starting in the fall, resources for parents to support learning outside the classroom will be provided via a number of means.
- The district will maintain and continue existing technology accommodations for digital learning in daily classroom settings.
- Attendance is tracked at least once a week for those participating virtually. Attendance for students participating in-person will be tracked in the same manner as Tier I.

Tier III - Closed

- The district will implement the approved adapted (remote) learning plan when state or local public health directives or orders require schools to close.
- Schools will assess the success and effectiveness of student learning in the adapted learning environment by soliciting regular feedback from staff, students, and parents.
- Virtual learning will include interactive learning sessions daily.
- Attendance is tracked at least once a week for those participating virtually.

Concurrent Enrollment – Although concurrent courses fall under higher education standards for completion and content, students in these courses will follow district guidelines for virtual education.

Dual Enrollment – These courses are covered by community college policy rather than the district’s policy. Therefore, FCSD1 students enrolled in dual enrollment courses will follow guidance from their community college instructor if course delivery methods change due to COVID-19 conditions.

Activities

Fremont County School District #1 strongly supports the integration of athletic programs and performing arts, as well as recognizes the value of extracurricular activities. We realize these activities may inhibit the ability to wear face coverings and may conflict with the importance of physical distancing; However, through thoughtful planning and well-implemented and proactive measures, we believe we can safely provide all students a positive experience.

FCSD1 will follow all guidelines provided by the Wyoming High School Activities Association (WHSAA) and the recommendations from the National Federation of High Schools (NFHS), CDC, WDE, Wyoming Department of Health, and local health officials regarding sports and activities.

- FCSD1 will require all parents/students participating in athletics to sign an Assumption of Risk Waiver indicating their understanding of the health and safety risk and protocols in place to reduce the exposure to the COVID-19 virus.
- FCSD1 coaches and athletes will be screened for COVID-19 symptoms prior to activities.
- Participants will be grouped in student cohorts to minimize the potential for spreading the virus.
- The FCSD1 Activities Director will meet with coaches and advisors to ensure a clear understanding of the established, required safety measures and protocols.
- Shared equipment will be disinfected between uses as much as possible.
- Players should refrain from wearing face coverings during strenuous activity.
- In compliance with the District’s health orders, there is a possibility that students may be asked to withdraw from participating in athletics.

Music

- Choir, band, and elementary music will practice in-person when physical distancing can be

achieved.

- Students will be encouraged to video themselves playing instruments/singing and use class time for review and/or individual instruction.
- Music will be projected on screens whenever possible or students will be provided a personal copy of the music. Music will not be shared.
- Use of a handheld microphone will be highly discouraged with students, unless disinfecting can be done between uses.

Lab Classes

- Adequate supplies will be provided to minimize sharing of high-touch materials to the extent possible (lab supplies, equipment, etc.) or limit use of supplies and equipment by one group of students at a time and disinfect between use.
- Virtual learning options will be utilized to the extent possible.

Playgrounds

- Students should remain with the same group of students to the extent possible.
- Students will wash hands or use hand sanitizer before entering and after exiting the playground.
- Students will be encouraged to engage in hands-free activities such as soccer, shadow tag, jump rope, hopscotch, running and other similar activities.
- The number of students and time allotted on playground equipment will be limited and thorough disinfecting will be done between student usage.

As more information is made available about the effects of sunlight on COVID-19 and/or the survivability of the virus on surfaces, access to equipment may be changed.

Assemblies and Field Trips

- All school events such as school assemblies, pep rallies, plays, dances, concerts, back-to-school nights, etc. will be reviewed on a case-by-case basis to determine whether or not they can safely be held.
- Travel will generally be limited according to county and state health orders and all field trips and/or other activities outside of school will be evaluated on a case-by-case basis.

Sources of Relevant Orders and Guidance

- Centers for Disease Control and Prevention
 - (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>)
- Wyoming Department of Public Health
 - (<https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/>)
- Wyoming Governor's Office
 - (<https://covid19.wyo.gov/governors-orders>)
- Wyoming Department of Education (WDE)
 - (<https://edu.wyoming.gov/>)

- WDE Smart Start Guidelines
 - (<https://1ddlxtt2jowkvs672myo6z14-wpengine.netdna-ssl.com/wp-content/uploads/2020/07/Smart-Start-Guidance.pdf>)
- Fremont County Health Officials
 - https://fremontcountywy.org/government/departments/public_health/index.php
 - Telephone: (307) 856-6979
- Wyoming High School Activities Association
 - <http://www.whsaa.org/>
 - Telephone: (307) 577-0614
- American Academy of Pediatrics guidelines
 - <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Appendix A - COVID-19 Terms and Definitions

Case Investigation & Contact Tracing

Fundamental activities that involve working with a patient who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

Close Contact

Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

Data are limited to precisely define the “prolonged exposure” to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended.

In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than 15 minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

Confirmed COVID-19 Case

Report of person with COVID-19 and meeting confirmatory [laboratory evidence](#).

Contact Elicitation Window

The timeframe when the case was likely infectious and not under isolation. This is the time period for which possible contacts should be elicited.

Critical Infrastructure Worker

Workers in 16 different sectors

(https://www.cisa.gov/sites/default/files/publications/Version_3.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_1.pdf)

These workers include: (a) federal, state and local law enforcement; (b) 911 call center employees; (c) fusion center employees; (d) public and private hazardous material responders; (e) janitorial and custodial staff; (f) workers and contractors in the food and agriculture, critical manufacturing, informational technology, transportation, energy, and government facilities industries.

Exposure

Having come into contact with a cause of, or possessing a characteristic that is a determinant of, a particular health problem. [Principles of Epidemiology in Public Health Practice](#).

First-Responder

Law enforcement, fire services, emergency medical services, and emergency management officials.

Healthcare Personnel

All paid and unpaid people serving in healthcare settings who have the potential for direct or indirect exposure to patients or infectious materials, including body substances; contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air.

Incubation Period

Period of time between exposure to an infection and onset of symptoms

Isolation

The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. [Isolation](#) for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Multigenerational Household

Households that consist of [more than two generations living under the same roof](#). Many researchers also include households with a grandparent and at least one other generation.

Probable COVID-19 Case

Report of person meeting clinical AND epidemiologic evidence of COVID-19 but without confirmatory laboratory evidence.

Quarantine

The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. [Quarantine](#) may be voluntary or compelled by federal, state, or local public health order.

Homebound Instruction

Providing instruction to a student that is confined to the home or hospitalized for more than one week due to injury or illness. W.S. 21-4-402.

Remote Education

When classes are delivered by a teacher located in a physical classroom with students present while also providing simultaneous remote instruction. Remote education instruction is delivered through interactive, synchronous technology which allows the student receiving the remote education to ask questions, make comments, and interact in real-time with the teacher, classroom students, and other remote students.

W.S.21-13-330(m)(n)

Virtual Education

School district programs and classes approved by the agency pursuant to W.S. 21-2-202(a)(xxxi), 21-13-330(f-k), and the Chapter 41 Virtual Education Rules for delivery when the teacher and student are in separate locations. Virtual education instruction is primarily delivered through technology and can be asynchronous or synchronous.

Appendix B

Daily Screening to be Conducted by Parents

Parents should check daily for signs of illness before sending children to school. Students with any illness must stay home. The following can be used as a guide, but please note that the recognized symptoms of COVID-19 will likely continue to be refined over time. This list will be updated as necessary.

- COVID-19 symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.0°F or higher
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/runny nose (not related to seasonal allergies)
 - Unusual fatigue

- Does anyone in your household have any of the above symptoms?

- Has your student been in close contact with anyone who has a suspected or confirmed COVID-19 case?

The student must be excluded from school if the answer to any of the above questions is "yes."

Appendix C - Smart Start Legal Framework

This section is provided so students, parents, staff and community members understand the statutes and policies to which the district is held concerning in-person and remote learning environments.

Underlying assumption: There are no or limited statewide or local health orders in place. Schools are open to in-person instruction to start the year, subject to general physical distancing and hygiene requirements.

Situations:

1. A student or staff member tests positive for COVID-19 in a school/building:
 - a. A student or staff members testing positive for COVID-19 will be required to stay at home for a period of time, based on current recommendations.
 - b. Other students and staff members who came into close contact with the positive case will be quarantined for 14 days, or as otherwise directed. Guidance regarding close contact will be provided by the Wyoming Department of Health or the local health department.
 - c. A school or building could also be closed by state or local public health directive to allow officials to sanitize the facility and conduct an investigation. Solutions:
 - i. While a school or building is closed due to a local or state public health directive or order, the district will deliver remote education through the Smart Start plan.
 - ii. For the time period not covered by (i), the district should deliver homebound instruction to students isolated/quarantined via W.S. 21-4-402.
2. A student is at risk for more severe illness or lives with someone who is and cannot come back to school in the fall. Solutions:
 - a. The district can deliver remote education to student via W.S. 21-13-330.
 - b. The district can deliver homebound instruction to student via W.S. 21-4-402.
 - c. A student may enroll in full-time virtual education program.
 - d. The district may work within Chapter 41 for synchronous or asynchronous virtual education.
3. A student is not at risk for more severe illness and does not live with someone who is but has concerns about returning and chooses not to return to school in-person. Adapted learning plans and homebound instruction are not applicable. Solutions:
 - a. The student may enroll in a full-time virtual education program.
 - b. WDE has approved the ability for districts to deliver classroom-based virtual education.
 - c. Remote education is possible but the district will track participation and progress.
4. Schools are closed locally or statewide through public health orders due to pandemic. Solutions:
 - a. FCSD1 will deliver education via Smart Start plan during the closure.

Appendix D - Human Resources

Fremont County School District #1 is committed to providing a clean and safe environment for staff, students, parents, and community members. Measures have been taken to clean and sanitize buildings to help slow the spread of COVID-19. FCSD1 will continue to work with Fremont County and State of Wyoming Public Health officials and the Wyoming Department of Education regarding appropriate health and safety standards and protocols. The following information is for employees regarding pay and leave as we return to our buildings.

Employees with any of the COVID-19 symptoms found in Appendix B 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. Remote work may be an option, but must be approved by your immediate supervisor, the Human Resource office, and follow the process established for remote work.
- Employees who show any COVID-19 symptoms must stay home and must provide a release prior to returning to work.
- 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 FCSD1 Human Resources Office.
- Employees with an illness, injury, or surgery/medical procedure recuperation which lasts longer than three consecutive days must report the incident to the Human Resources Office. These incidents will automatically trigger the Family Medical Leave Act (FMLA) requirements.
 - FMLA provides 12 weeks of job protection; however, it is not paid leave. Employees must use available sick leave, undesignated or personal leave, and vacation (if granted) during this time.
 - If FMLA is exhausted, an employee may be eligible for FCSD1 sick 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.

Families First Coronavirus Response Act Employees may be eligible for emergency paid sick leave under the Families First Coronavirus Response Act. Full-time employees are entitled to two weeks (80 hours) of leave, and part-time employees are entitled to the typical number of hours they work in a typical two-week period. Following are the provisions for use of this leave:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- The employee is caring for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees who feel they are eligible for paid leave under the Families First Coronavirus Response Act due to any of the above situations, should contact the Human Resources Office.

Emergency Family and Medical Leave Expansion Act Employees must have been employed by FCSD1 at least 30 days to be eligible for job protection under the Emergency Family and Medical Leave Expansion Act.

- This Act allows FMLA job protection for those affected with COVID-19 related illness and public health emergencies. Traditionally employees must work 12 months or 1250 hours prior to being eligible for FMLA job protection.
- The Act extends these rights through December 31, 2020.