



**Bruce-Guadalupe
Community School**



United Community Center
Centro de la Comunidad Unida



**United Community Center
Acosta Middle School**

United Community Center Schools Public Health Safety Plan

Bruce Guadalupe Community School
K4- 8th Grade
UCC Acosta Middle School
6th - 8th Grade

August 2020

Section 1

General Information

[See linked Checklist here](#)

Section 2

Community Coordination and Response to Confirmed or Suspected Cases of COVID-19

COVID 19 Coordinator:

Our schoolwide COVID-19 Coordinator is Pam Ziolkowski who serves as our school nurse and manager of our UCC Schools Health Clinic. Pam has a Bachelor's degree of Science in Nursing and is certified as a Registered Nurse. She has been actively engaging with nurses across the state of Wisconsin, has studied the guidelines of the CDC and DPI for managing COVID-19 in a school environment, and is participating in professional development regarding COVID-recently obtaining a certification in Covid Contact tracing- and mitigation strategies.

Our COVID 19 Coordinator will provide educational information to our school community, students, staff, and families regarding COVID-19, the spread of the disease, mitigation strategies, prevention, containment, and will train our school staff on health related protocols and procedures.

All school staff and families will be informed of the COVID-19 Coordinator and will be provided with the following contact information to contact our Student Health Center when needed:

UCC Schools Student Health Center

COVID-19 Coordinator: Pam Ziolkowski, BSN, RN - School Nurse and Manager

Phone: 414-649-2825

Email: healthnurse@bgcsedu.org

Monitoring and Information Collection Process

- All UCC school buildings will track student absences within Skyward (SIS), and will provide a comment with the absence record if the absence is COVID related, or related to another non-COVID illness
- All staff absences will be tracked by each school office and within our Paycom system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.
- Student health screening results from our arrival will be tracked within our PikMyKid arrival/dismissal application
- All families and staff will be provided with the contact information for our COVID-19 Coordinator, Pam Ziolkowski, BSN, RN on ClassDojo, as well as on our UCC Schools Distance Learning site. This information will be pushed out to families on ClassDojo at least two times each month as a reminder.

Communication with Milwaukee Health Department

- If there is a suspected or confirmed case of COVID-19 for students or staff, our building principal or director will contact the City of Milwaukee Health Department.
- We expect that the Milwaukee Health Department will inform us of any cases they detect within our school community through their city wide mechanisms.
- At this time, all large events and programs have been cancelled since we will not be allowing families or visitors into our school buildings, and large gatherings will not be allowed in any school spaces.
- If our school staff, administrators, or Health Clinic has any questions regarding safety, guidance, or local conditions, they will reference the [City of Milwaukee Health Department website](#), and call also reach out to the health department by emailing askmhdcovid19@milwaukee.gov or by calling 414-286-3521.
- Our school staff and COVID 19 Coordinator (as well as school administrators) will regularly review the data on the COVID-19 statistic dashboard available on the [Milwaukee Health Departments website](#) to stay informed of

the community spread condition in the area surrounding our schools. If information regarding community spread of the virus increases drastically, our school leadership will re-evaluate our in-person instruction model and consider shifting to a virtual learning environment for all students.

Phases of Instruction

We have established the three phases of instruction in order to safely re-open our school facilities in alignment with the MHD K-12 reopening guidance:

- **Virtual:** Our school staff are required to report to our school facilities and will teach from their assigned classrooms or work spaces. Our teaching staff are familiar with the fully virtual instructional model, and will provide our students with consistent and high quality instruction on a daily basis through a wide array of digital learning platforms. [Our virtual learning plan for our school facilities is available here \(page 1-2\).](#)
- **Hybrid:** In a hybrid model, we will open our in-person school facilities at 50% capacity. We plan to allow for up to half of our students to return to our campus and school buildings to learn with us in person, while the other half of our students continue to learn from home virtually. Our teachers will provide instruction to students both in the classroom environment and within the virtual space. Families will be allowed to select the learning environment for their child. [Our plan for hybrid/ in-person learning for our school facilities is available here \(pages 3-4\).](#)
- **In-Person:** In an in-person learning model, we will encourage all our students to return to campus to learn with us in-person, but will also offer a virtual learning experience to families that would like to continue learning from home. We will provide these accommodations to families as needed, and appoint staff dedicated to providing instruction in the virtual environment.

Identification of High Risk Students and Staff

We will work to identify any students that are considered “high-risk” based on the [information the CDC has provided](#) regarding medical conditions that place some individuals at a higher risk of severe illness from COVID-19.

- All of our students submit health documentation each year, and our Student Health Center has records for students with existing health conditions. Any students with current diagnosed health conditions identified by the CDC that would put them at higher risk will be noted, and families will be contacted and encouraged to consider learning from home virtually due to their child’s health condition.
- We will also send a Google Form survey to all our students to allow them to self identify as high risk if they meet the criteria for [medical conditions identified by the CDC](#) that place them at increased risk of COVID-19 illness.
 - [Student Form for families to complete](#)
- If students and/or families identify students as having a medical condition that puts them at increased risk of COVID illness have select the in-person learning environment, we will have a discussion with these families to discuss strategies for ensuring their safety in the school environment and their classroom
- Staff who have self identified as having health conditions that are high risk of COVID illness are asked to speak with their immediate supervisor. The supervisor and staff member will work with Human Resources (HR) to develop a plan for that teacher.

Staff Identification of COVID-19 Cases - [HR policies and procedure](#)

- Staff Identification if exposed to someone that is confirmed COVID-19 positive
 - If a staff member discovered they have been exposed to someone that was positive for COVID-19 within the past 14 days, and spent a significant amount of time with that person (15 minutes or more in close contact with that individual with less than 6 feet of distancing), staff are asked to contact their building supervisor immediately to inform them of this, and immediately pursue testing.
 - Follow the procedure below if your test is positive or negative.
- Staff Identification if Experiencing Symptoms of COVID-19:
 - Any staff that believe they are experiencing COVID related symptoms will immediately notify their supervisor (building principal), and they will be allowed to leave school when coverage has been

assigned to their classroom. Any symptomatic staff will be strongly encouraged to pursue testing as soon as possible. Staff are asked to share their test results with their building supervisor as soon as they have them.

- **If a staff member tests positive**, any days used for testing and quarantine will be covered through the [Family First Cares Response](#) and/or [FMLA](#), and/or personal days. (see Emergency Paid Sick Leave Policy below). During their quarantine following a positive COVID test result, staff can continue to teach from home if they are able to, and would continue to receive pay.
- **If a staff member tests negative**, any days used for testing and quarantine will need to be taken from staff personal days (unless they continue to teach remotely during this time). During quarantine while waiting for their test results, staff can continue to teach from home if they are able to, and would continue to receive pay and benefits. If their test result comes back negative, staff will have any days used for testing and quarantine deducted from their personal days, unless they were able to work remotely at home.
- **Staff Emergency Paid Sick Leave (UCC Policy):** If you develop COVID-19 symptoms during your 14 day quarantine, you are able to request Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act.
 - EPSL provides up to 80 hours or 2 weeks of paid sick leave for the following reasons:
 - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. (Leave provided at regular rate of pay up to \$511.00 per day.)
 - The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. (Leave provided at regular rate of pay up to \$511.00 per day.)
 - The employee is caring for an individual who is subject to an order as described in reason one or has been advised as described in reason two. (Leave provided at two-thirds the employee's regular rate of pay or up to \$200.00 per day.)
 - A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.
 - Contact your supervisor and/or Human Resources to request the leave and required paperwork.
 - Please note: If you develop symptoms, but they are unrelated to COVID-19, you will be required to use your personal/vacation days for your time off.

Student Identification of COVID-19 Cases (within school environment)

- If a student demonstrates COVID-19 symptoms during the school day, which are identified by a staff member ...
 - The staff member that detects the symptoms will call the Student Health Center and describe the symptoms they detected
 - [Screening questions for students](#)
 - [Screening questions for students](#)
 - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
 - The student will be escorted to the designated isolation area within the school
 - Students will wait (supervised by school staff) until a staff member from the Student Health Center is able to assess the child to determine if their symptoms are likely COVID-19 related
 - If the Student Health Center staff determine that the child may have COVID-19, parents will immediately be contacted to pick up their child from school
- If a student self-identifies with COVID-19 symptoms during the school day ...
 - The student will inform the adult with them that they believe they are experiencing COVID-19 symptoms
 - The staff member with the child will walk through a series of screening questions to assess the child
 - [Screening questions for students](#)
 - [Screening questions for students](#)
 - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
 - If the staff member believes their student may be displaying symptoms of COVID after initial screening, they will call the Student Health Center and request for the child to be evaluated

- The student will be escorted to the designated isolation area within the school
- Students will wait (supervised by school staff) until a staff member from the Student Health Center is able to assess the child to determine if their symptoms are likely COVID-19 related
- If Student Health Center staff determine that the child may have COVID-19, parents will immediately be contacted to pick up their child from school
- If it is discovered that a student has had close contact with someone that has tested positive with COVID-19 within the last 14 days and spent a significant amount of time with that person (15 minutes or more in close contact with that individual with less than 6 feet of distancing) ...
 - The staff member with the child will walk through a series of screening questions to assess the child for any active COVID-19 symptoms
 - [Screening questions for students](#)
 - [Screening questions for students](#)
 - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
 - If the staff member believes their student may be displaying symptoms of COVID after initial screening, they will call the Student Health Center and request for the child to be evaluated
 - The student will be escorted to the designated isolation area within the school
 - Students will wait (supervised by school staff) until a staff member from the Student Health Center is able to assess the child to determine if their symptoms are likely COVID-19 related
 - If health center staff determine that the child may have COVID-19, parents will immediately be contacted to pick up their child from school
 - Parents will be instructed to keep their child at home, monitor their symptoms and self-quarantine.
 - The child will not be permitted to return to school until they have stayed home for at least 10 days, and are no longer displaying any symptoms, and/or have a negative COVID-19 test result.

Screening and Symptom Assessment:

Screening and Symptom Assessment in Classrooms:

Staff will be provided with clear criteria for how to screen any students they may believe are symptomatic within their classrooms before contacting the student health center. The Student Health Center staff will be notified if a student meets all the outlined criteria, and the student will be moved to an isolation area to be further evaluated by our health center staff (temperature taken).

- [Screening questions for students](#)
- [Symptoms of COVID-19 - CDC video](#)
- [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)

Symptomatic Students

Any students deemed to be demonstrating COVID-19 symptoms after assessment by our health center staff, will be sent home immediately. Parents will be contacted, and students will wait in a dedicated isolation room near the school entrance to be picked up. Students will be escorted outside and be picked up by parents at the curbside. These students will be asked to quarantine at home for 10 days. Families will be encouraged to pursue [COVID-19 testing](#), and we encourage our families to inform their school building of their child's test results as soon as they receive them.

If a child's COVID test result is NEGATIVE, students can return to school if they are no longer exhibiting ANY COVID-19 related symptoms, and if they are fever-free for 24 hours WITHOUT fever reducing medication taken within the last 24 hours.

- Students cannot return to school until they meet all of the criteria listed on the documents below:
 - [Screening questions for students](#)
 - [Screening questions for students](#)

If a child's COVID test result is POSITIVE, students must follow the recommendations of their health care provider and the testing location.

- Students cannot return to school until they meet all of the criteria listed on the documents below:
 - 14 days of quarantine away from school and/or a negative COVID-19 test result
 - Must pass all of the [screening questions for students](#)
 - [Screening questions for students](#)

Isolation & Containment Plan

Students who are symptomatic will be escorted to a safe and isolated holding area. Students will be evaluated by health center staff. If determined that their symptoms could possibly be COVID-19 related, their parents will be called for pick up, and the child will wait in the isolation area while supervised by a school staff member. When parents arrive at the school building, they will call the school office, and their child will be escorted outside and be picked up by parents at the curbside. Arrangements for transportation will be communicated between parents and school personnel. These students will be asked to quarantine at home for 10 days and/or until they can provide evidence of a negative COVID test result. Families will be encouraged to pursue COVID-19 testing, and we encourage our families to inform their school building of their child's test results as soon as they receive them.

- Students cannot return to school until they meet all of the criteria listed on the documents below:
 - 10 days of quarantine away from school and/or a negative COVID-19 test result
 - Must pass all of the [screening questions for students](#)
 - [Screening questions for students](#)

Other Isolation Scenarios:

- If a student or staff member believes they were exposed to someone demonstrating COVID-19 symptoms (unconfirmed case WITHOUT a positive test result), but they themselves are NOT symptomatic, they can remain in school without the need for isolation or quarantine.
- If a student or staff member expresses fear of exposure, but is not actively symptomatic and cannot confirm whether or not the person they were exposed to tested positive for COVID, they do not need to remain at home, and can proceed with coming to school to learn and/or work.

Identification of COVID-19 Cases (outside of school environment)

If students develop any possible COVID related symptoms while away from school, families will be asked to follow the screening guidelines listed below to determine if and when their child can return to school. We will encourage students to stay home until they are no longer demonstrating any COVID-19 related symptoms and are without a fever for at least 24 hours WITHOUT fever reducing medications given within the last 24 hours. Families will communicate with the school regarding symptoms and missing school.

- [Screening questions for students](#)
- [Symptoms of COVID-19 - CDC video](#)
- [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)

If parents are concerned their child may have been exposed to COVID-19, they will be encouraged to pursue testing at one of the many [testing locations across the city](#).

Collaboration with local and state Health Departments

- If there is a suspected or confirmed case of COVID-19 for students or staff, our building principal or director will contact the City of Milwaukee Health Department.
- If there is an increased incidence rate of COVID-19 cases in our school community or in our surrounding neighborhood, we will contact the City of Milwaukee Health Department for guidance.
- We expect that the Milwaukee Health Department will inform us of any cases they detect within our school community through their city wide mechanisms.

- If our school staff, administrators, or health center has any questions regarding safety, guidance, or local conditions, they will reference the [City of Milwaukee Health Department website](#), and call also reach out to the health department by emailing askmhd covid19@milwaukee.gov or by calling 414-286-3521.
- Our school staff and COVID 19 Coordinator (as well as school administrators) will regularly review the data on the COVID-19 statistic dashboard available on the [Milwaukee Health Departments website](#) to stay informed of the community spread condition in the area surrounding our schools. If information regarding community spread of the virus increases drastically, our school leadership will re-evaluate our in-person instruction model and consider shifting to a virtual learning environment for all students.

COVID-19 Forecasting

- We will consistently review the data from the [City of Milwaukee COVID-19 statistics dashboard](#) as well as the [Milwaukee County COVID-19 dashboard](#) to stay informed of the community spread of COVID in our school community and in the area surrounding our schools. If incidences of the virus increases drastically in our school community or surrounding area, our school leadership will re-evaluate our in-person instruction model and consider shifting to a virtual learning environment for all students.
- If there is a confirmed case of COVID-19 within our school community, any staff or students in direct contact with that individual for an extended period of time (15 minutes or longer with less than 6 feet of distancing) will be quarantined for 10 days.
- If there are 2 confirmed COVID-19 cases on campus (staff or students) we will contact the City of Milwaukee Health Department and follow their guidance from that point moving forward.
- In all scenarios above, students or staff cannot return to school until they meet all of the criteria listed on the documents below:
 - 10 days of quarantine away from school and/or a negative COVID-19 test result
 - Must pass all of the [screening questions for students](#)
 - [Screening questions for students](#)
- **Vulnerability of the Population:**
 - In the City of Milwaukee, 35% of all positive cases and 18% of all deaths have occurred in the Hispanic population. Our school community is 97% Hispanic, and the vast majority of our school families reside in the 53204 and 53215 zip codes, where currently there are the highest incidence rates of both cases and death across the entire Milwaukee area.
 - At present (August of 2020) - the zip codes where our school is located (53204) as well as the 2 zip codes where the majority of your students (and many of our staff) reside (53204 and 53215) have the [highest rates of positive cases within Milwaukee County](#), as well as the City of Milwaukee as a whole. As of late July, the positivity rates in the 53204 zip code where our school is located was 37.1%, and the positivity rate in the 53215 zip code (where a large portion of our students live) was 37.7%.
 - The [CDC provides data on SVI \(Social Vulnerability Index\)](#) that weighs socioeconomic status, housing composition and disability, minority status and language, and housing and transportation. Based on these factors, the immediate area around our school community [scores at a .99 on a scale of 0 to 1](#) (1 is the highest vulnerability). The communities where the vast majority of our students live within score between a .85 and .99 on this scale, indicating that our families are “highly vulnerable”.

Section 3

Communication

Communication Platforms with School Families:

UCC Schools uses a variety of electronic platforms to communicate with parents which includes primarily our Class Dojo system which allows school wide communication as well individual campus communication and even individual classroom and student communication with families. Additionally, UCC has a robust social media presence and high level messages regarding the school and agency are shared via these mechanisms include UCC Facebook with almost 4,000 followers, UCC Instagram and UCC Twitter account. The school websites and UCC websites also utilize emergency banners and several mechanisms to communicate sudden changes as well as well as longer term plans. We will use each medium to compliment each other and vary the message on each platform based on the strength of the platform ensuring all messaging and information is consistent and timely.

- **Phone Call:** If information that needs to be communicated only applies to a small number of families, or a single class, all students and their families will be called individually through phone. If they cannot be reached through phone, a follow up message will be sent through ClassDojo.
- **ClassDojo:** Our main communication platform for all school families is via ClassDojo, which is a private communication platform for schools to message and notify parents. 99% of our students and families are currently connected on ClassDojo, and when we message families directly, all school families receive a push notification on their phone.
 - **Routine Wednesday notifications:** all school notifications and information are shared with families on a weekly basis through ClassDojo. Families receive a push notification when this information is shared, and they can check the app at any time to see the content shared.
 - **Private Messaging:** ClassDojo allows for individual private messages to be sent to families that can be read within the ClassDojo app on their phone.
 - **Class/Grade level /Building/Campus Messaging:** ClassDojo allows for school staff to communicate with an entire class, grade level, school building, or our entire network of school through School Story notifications (which appear within the App feed), or with individual mass messages.
- **Skylert School Messenger:** When needed to send an important alert to all school families, or a cohort of families, we will use the Skylert system to robo-call families, or send out a mass message or email to families. These notifications are delivered directly to a parent's phone as a text message or phone call.
- **School Website Pages:** In the event that we need to close an entire school building or our campus, an alert banner will be added to all our school website pages:
 - [United Community Center](#)
 - [Bruce Guadalupe Community School](#)
 - [UCC Acosta Middle School](#)
- **Facebook - United Community Center:** Our agency (the United Community Center) runs a Facebook page, and if there is any all school information that would likely also affect our surrounding community, that information will be communicated with families on the UCC Facebook page, which many of our families already subscribe to.
- **Informing FAMILIES of possible COVID-19 exposure:**
 - When informing a parent that their child has come into contact that someone that tested positive for COVID-19, no names or identifying information will be shared with families. All privacy will be maintained.
 - Any information regarding positive exposure to a COVID-19 positive individual will be communicated over the phone if possible. School office staff or building administrators will attempt to contact families by phone as soon as they receive information regarding possible exposure.
 - If parents cannot be reached through phone and don't answer, we will leave a voicemail with the information that needs to be communicated, and we will send a follow up message through ClassDojo.

- If an entire classroom or grade level is affected, we will use the Skylert system to send a robo-call to all families, and we will also send out a message and post on ClassDojo informing families of the situation.

Communication with Staff:

- **Email:** All school staff are connected to a building level email list, and will be communicated with regularly through email.
- **WhatsApp:** All school staff will be connected to a WhatsApp messaging group both for their individual school building and for the entire campus. Any time sensitive or important alerts that need to be received immediately will be communicated within the WhatsApp group.
- **Weekly Staff Meetings:** Weekly virtual staff meetings will take place through Google Meet to provide staff with updates and important notifications. All meetings will be recorded for later viewing if needed. Weekly staff meetings will review safety protocols and procedures, updates on the school community, and any other relevant information that needs to be conveyed to staff.
- **Intercom System:** Any time sensitive alerts that need to be communicated to students AND staff will be alerted through our school intercom system. The entire building can be contacted, or individual classrooms if needed.
- **Phone Calls:** If there is immediate information that a staff member needs, they will either be called on the phone within their classroom, or on their personal cell phone if they are elsewhere in the building.
- **Informing STAFF of possible COVID-19 exposure:**
 - If a staff member needs to be informed of possible COVID-19 exposure, if possible, this information will be communicated by a building administrator in person. If this is not possible, the staff member will be contacted on their classroom phone or personal cell phone if they are away from their classroom.
 - School office staff or building administrators will attempt to contact staff as soon as they receive information regarding possible exposure.
 - When informing staff they have come into contact with someone that tested positive for COVID-19, no names or identifying information will be shared with families. All privacy will be maintained.
 - If staff are not available in person or through the phone, building administrators will send a text message and email to staff with this information.

Communication with Neighborhood and School Community:

- If information needs to be communicated with the surrounding community, our UCC Marketing Department (Jennifer Steiner) will manage all messaging and communication with any organizations or individual outside our school community.

Self-Reporting of COVID Symptoms Communication System:

- **Staff Self Reporting:**
 - If staff identify themselves as displaying any of the symptoms related with COVID-19, they will be asked to notify their building principal/supervisor immediately in person, through a phone call, or a text message if needed (as a last resort)
 - Staff will be asked to confirm their symptoms using the following resources:
 - [Screening questions](#)
 - [Symptoms of COVID-19 - CDC video](#)
 - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
 - If staff believe they may be demonstrating symptoms of COVID-19, they will be encouraged to seek testing and quarantine for 10 days until they no longer display any COVID related symptoms
- **Student Self Reporting:**
 - If student begin displaying any of the symptoms related with COVID-19, they will be asked to notify school staff member that is with them immediately (parents can call, email, or ClassDojo message their building principal outside of school hours)
 - Students and/or families will be asked to confirm their symptoms using the following resources:
 - [Screening questions](#)

- [Symptoms of COVID-19 - CDC video](#)
 - [Symptom considerations and the overlap of COVID symptoms with other illnesses](#)
- If students are at school when self-identifying, the health center will be called to escort the child to the designated isolation area for further evaluation.
- Students and families that may be demonstrating symptoms of COVID-19 will be encouraged to seek testing and quarantine for 10 days until they no longer display any COVID related symptoms
- Family Self Reporting:
 - If a family member with a child at our school (that lives in the same household as the student) begins displaying any of the symptoms related with COVID-19, they will be asked to notify their child's school building immediately, and will be requested to either pick their child up from school (if they are at school) or keep their child at home.
 - Students and families that may be demonstrating symptoms of COVID-19 will be encouraged to seek testing and quarantine for 10 days until they no longer display any COVID related symptoms

Communication with Families Regarding Face Coverings:

- All students over the age of 3 are required to wear a face mask at all times while within schools, and outside as well if they cannot maintain 6 feet of social distancing between others.
- All students will be provided with ONE reusable face covering to use, and disposable face coverings will be available in the school office and in all classrooms if students need them.
- Information has been shared with all our families on a weekly basis regarding face coverings, who is required to wear face coverings, types of acceptable face coverings, how to wear a face covering, why we wear a face covering, and how to help younger students become accustomed to wearing face coverings.
- [We have also built a website page dedicated to informing families about the importance of face coverings.](#)

Signage Outside of School Buildings:

All school buildings, entrances, exits, and school offices will have signage with the following information:

- Temperature screening is required for all students entering the building
- Visitors are not permitted in the buildings
- Any individuals displaying [any of the symptoms shown](#) should not enter the building and are recommended to quarantine at home
- Requirement to maintain 6 feet of social distance
- Markers to indicate where students or families should stand to ensure safe distancing

Signage Inside of School Buildings:

Within each school building, signage will be displayed throughout the building to review the following:

- Washing hands regularly with soap and water and scrubbing the soap for 20 seconds
- Using hand sanitizer regularly and clearly marking where hand sanitizer is located
- Any individuals displaying [any of the symptoms shown](#) should immediately go home and quarantine for 10 days
- Requirement to maintain 6 feet of social distance
- Markers to indicate where students or staff should stand to ensure safe distancing
- Importance of wearing your face mask at all times
- Diagram of how to wear a face mask properly
- Arrows indicating traffic flow down each side of the hallway
- Maximum number of individuals that can be in each classroom, office, bathroom, and other shared spaces
 - Classroom: 15 students max
 - Bathroom: 2 students max
 - Offices: Must allow for 20 square feet per staff member within the office space
 - Cafeteria/Gym: Must allow for 20 square feet per individual

Communication of Information Regarding COVID

- **COVID-19 Information**
 - Each week families have been shared a wide variety of resources regarding COVID-19 through our ClassDojo school communication platforms. This information is also housed on our UCC School Families Distance Learning website, and includes the following:
 - [COVID-19 Information](#)
 - [COVID-19 Testing](#)
 - [Resources for Wearing a Face Mask](#)
 - [Community Resources to Support Families](#)
- **Information regarding Isolation and Quarantine:**
 - Information regarding quarantine and isolation, and the policies and procedures for these practices will be shared on our [parent distance learning website](#), and will also be shared with families on ClassDojo regularly.

Communication of Information Regarding COVID Protocols and Procedures

- All protocols and procedures will be shared with all school staff, families, and students in an appropriate manner before the school year begins.
- School staff will receive a training on these protocols and procedures, as well as written documentation of these plans.
- Families will receive a synthesized document of all safety protocols and procedures which will be available on our school website as well as shared on ClassDojo.
- Students will be provided with training on protocols and procedures in an age appropriate way by their classroom teacher, as well as student health center staff.

Section 4

School Schedules, Student Cohorts, Training, Monitoring, Screening, and Attendance

School Start Date:

We intend to open our campus to students and begin instruction on Wednesday, August 26th. All staff will report to campus for professional development beginning on Monday, August 17th.

Student Groupings and Cohorts:

Students will be placed in consistent groupings of no more than 15 students in each classroom at the upper grade levels (grade 6-8), and classrooms of 12-14 students in the middle grades (grades 2-5), and classes of 10-12 in grades K3 - 1st grade. Student cohorts will stay consistent, and students will not interact with other cohorts of students across the school environment.

Each of our classrooms accommodate 20-30 students, and no classroom will be filled to over 50% capacity if the space. Students will be spaced 3-6 feet apart in the classroom space at individual desks, or at opposite sides of tables separated with clear plastic barriers. (*Plastic barriers are scheduled to arrive between August 15th and August 30th and have not been delivered yet*). Students will be required to wear masks at all times during the school day, and all students will be provided with a clear plastic barrier to separate their work area from others and provide an added level of protection.

Students will be provided with individual materials that will not be shared with peers. All students will store their supplies in their backpacks, which will stay under their desk or table area, or within their assigned desks. Shared materials will be minimized, and if necessary, materials will be cleaned and sanitized between each use.

Student movement throughout the building will be minimal to prevent student groups from coming into contact with one another. Activities such as recess will occur in designated areas outdoors where students are separated and will have designated areas to play with their cohort, but will not mix with other students.

Schedule Adaptations:

Students and staff schedules have been modified to limit interactions between mixed groupings of students or staff. Students will stay in one classroom for the majority of the school day, and will stay with the same cohort of students. "Specialist" staff that usually serve multiple grade levels will instead pre-record all their instruction and activities, and send it to students to engage with virtually in their classroom space.

Our school families were allowed to select for their child to learn in school on our campus, or, to learn virtually from home. At present, about 53% of our total student body has selected to learn at school, in person, and we have enough spaces to accommodate these students safely in classrooms at 50% capacity or less.

Student Education Regarding COVID:

All our school families have been provided weekly information regarding COVID-19 and safety and protection strategies for their child and family. We expect that our families have shared these resources with their child at home.

- Each week, a wide variety of resources regarding COVID-19 have been shared with families through our ClassDojo school communication platform. This information is also housed on our UCC School Families Distance Learning website, and includes the following:
 - [COVID-19 Information](#)
 - [COVID-19 Testing](#)
 - [Resources for Wearing a Face Mask](#)

- [Community Resources to Support Families](#)
- Families have also been given [our initial plan for returning to school](#) which reviews PPE measures and protocols and procedures for ensuring the safety of our school community
- We have also implemented a [travel policy](#) to prevent student and staff from entering our schools if they have traveled outside of the country or to a COVID-19 hotspot

Once students return to our school facilities, our school student health center will provide videos and resources for teachers to use in their classrooms to review safety protocols and information regarding:

- COVID-19 symptoms and transmission
- The importance of immediately informing a teacher if they feel feverish or ill, and staying home if they feel ill
- Actions they can take to protect themselves and others (e.g., hand hygiene, covering their cough, physical distancing, wearing appropriate face covering)
- How to appropriately put on and take off face coverings, handwashing technique, and when and how to use hand sanitizer
- Actions the school is taking to keep them safe (e.g., visitor restrictions, face covering policy, canceling group activities)

Plan to Identify and Accommodation High-Risk Students:

Before school begins, all families will be asked to complete the [survey linked here](#) to self-identify as high risk if they meet the criteria for having a [diagnosed medical condition that has been proven to result in severe COVID-19 illness](#).

If students identify as high risk, and provide documentation for their medical condition, school principals will reach out to the family to discuss the safest learning environment for their child (in-person at school or at home), and create a plan for accommodating their child's physical needs in whichever environment they choose to learn within.

Some of these accommodations may include:

- Having a separate classroom for high risk students to work in with a reduced number of students or staff present

Procedures for Determining Students Learning In-School vs at Home:

Our school families were given the opportunity to choose for their child to learn in school on our campus, or, to learn virtually from home. We allowed our families the opportunity to select their desired learning environment in an effort to best support the needs of our school community. At present, about 53% of our total student body have selected to learn at school, in person, and we have enough spaces to accommodate these students safely in classrooms at 50% capacity or less.

If families decide to later return their child to learning virtually from home, they may do so. The family would need to inform their child's teacher, as well as their school office so accommodations can be made to add their child to a virtual classroom in order to receive needed instruction online.

If families decide to move from the virtual learning environment at home to the in-person environment, they will only be provided the opportunity to do this after the first 30 school days. The family must inform the school of this intent to return before September 15th. New students will be allowed to join our school community on October 5th and January 11th, but only with prior approval from their building principal.

Procedures for Common Gathering Places:

Common gathering areas will not be utilized for large group gatherings. Hallways and other high traffic areas will be controlled spaces where limited students will be allowed to access those areas, and traffic will be limited when possible.

Arrival Procedures:

Doors will open at 7:30 for entry into each school building. Each grade level will be assigned specific doors for entering the school building. Staff will greet each student at the curbside as they exit their vehicles. Parents will be [asked the self-screening questions listed here](#), and student temperatures will be taken using a touchless thermometer applied 1 inch away from their forehead.

- **Positive Screening (temperature and verbal questions):** If students pass all the screening indicators, they will be allowed to enter the school building. There will be markers on the ground to indicate where to stand for safe distancing, and students will enter their assigned door one at a time. Hand sanitizer will be available at each entrance so students can sanitize their hands at entry.
- **Negative Verbal Symptom Screening:** If a parent or student indicates on the screening they have any possible exposure to someone with COVID, or any indicators they may currently have COVID, they will be asked to re-enter their parents car, and will need to go home with their parent to quarantine for 10 days, and cannot return until their symptoms resolve and they are fever free without fever reducing medications for 24 hours.
- **Negative Temperature Screening:** If a child's temperature registers at over 100 degrees F, a second temperature will be taken using an ear thermometer to confirm the temperature. Any students registering a temperature over 100 degrees F will be asked to re-enter their parents car, and will need to go home with their parents to quarantine for 10 days, and cannot return until their symptoms resolve and they are fever free without fever reducing medications for 24 hours.
- **Following Negative Screening:** Any students sent home with their parents at arrival will be given [this form which will state the criteria for returning to school](#). Any students sent home will be recorded, and these records will be passed along to each building office to record within our student information system (Skyward) to note the child's absence as a result of screening at entry.

Dismissal Procedures

Dismissal will be staggered in an attempt to dismiss 20% of the population in 15 minute increments. The school has purchased pikmykid.com to assist with the dismissal. Each grade levels will be assigned specific exit doors for dismissal to avoid groups gathering at one location.

- When parents arrive to campus, they will use the PikMyKid App to indicate they are on campus and ready to pick up their child.
- A notification will be sent to the child's assigned teacher, and the teacher will ask the child to walk to their assigned exit doors to meet their parents.
- Staff will be present in halls to monitor students exiting and ensuring they are moving quickly to their assigned exit.
- Students will wait in line for their parent on assigned markers on the ground to ensure their social distance. When the staff member at the curbside confirms the correct parent/car/keycode arrives to pick up the child, their child will be flagged to go out to their car and leave.
- Students will be "check out" of the PikMyKid app to indicate they have been picked up

Plan for Virtual Learning for Students at Home:

Class schedule is set for on-site and virtual learning to occur simultaneously. Teachers will stream lessons live from the classrooms. The lessons will also be recorded and posted, in the event any students would like to review. Teachers on site will track students participation in the virtual classroom, and engage with students virtually through small group discussions and by providing feedback on student work.

Plan for Supporting ELL, Special Education, and other Students with Special Needs:

- **Special Education Services In-School:** Students that require special education accommodations will be grouped together in 1-2 classrooms at each grade level to allow special education staff to enter minimal classrooms to support their students.

- **Virtual Students:** Special education staff will create their schedules so that they are able to support students at school and at home virtually.
- **English Language Learners In-School:** Students that require ELL support will be grouped together in 1-2 classrooms at each grade level to allow ELL staff to enter minimal classrooms to support their students. ELL staff will prioritize students with the highest level of needs, and support classroom teachers with providing supports and accommodations for students with less needs in their classroom environments.
 - **Virtual Students:** ELL staff will create their schedules so that they are able to support students at school and at home virtually. ELL staff will prioritize students with the highest level of needs, and support classroom teachers with providing supports and accommodations for students with less needs in their classroom environments.
- **Guidance Students:** Guidance staff will prioritize students with the greatest need of counseling and support, and allocate their time each day to support those students both at school and virtually.
- **Strings:** Our Strings program instructors will provide video instruction and lessons for all students at home learning virtually. Students in-person at school will meet with staff for 1:1 private lesson, but in an open area where staff and students are separated by a large plastic barrier.
- **Other special needs:** Students with additional needs will be prioritized by greatest need, and will be provided with needed supports both virtually and in-person at school.

Screening of Students and Assessment of Symptoms:

Please refer to section 2 on screening and assessment methods.

Staff members will be assigned to screen students at a specific entry point each day. The staff assigned will be teachers, and if any staff are absent, another staff will be found to replace them. All school staff are required to wear appropriate PPE at all times while within any school facility or on our campus.

Methodology for Recording and Tracking Staff and Student Absences, Illness, Symptoms, and Contacts:

- All UCC school buildings will track student absences within Skyward (SIS), and will provide a comment with the absence record if the absence is COVID related, or related to another non-COVID illness
- All staff absences will be tracked by each school office and within our Paycom system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.
- Student health screening results from our arrival will be tracked within our PikMyKid arrival/dismissal application
- The building administration will conduct interview with confirm cased to find where they were located in the building as well as reviewing schedules and class assignments to determine
- Students will be allowed flexible attendance policies to go into the virtual environment whenever needed.
- If students have been ill: after being symptom free, fever free for 24 hours (without fever reducing meds within the previous 24 hours), as well as at least 10 days of isolation at home, students will be allowed to rejoin the in-person school environment after informing the school of their re-entry date.
- If students have been exposed to someone with COVID: after 14 days of quarantine, being symptom free, fever free for 24 hours (without fever reducing meds within the previous 24 hours), students will be allowed to rejoin the in-person school environment after informing the school of their re-entry date.
- If families have been learning virtually at home: Students CANNOT rejoin the in-person environment until the assigned re-entry day, and must inform the school at least 4 weeks before re-entry.

- Staff are only allowed to work on site at our school campus, and their attendance each day is expected unless they utilize their personal days for time off, or need to quarantine.

Remote Learning Plans for Symptomatic Students:

Any students who are symptomatic will be shifted to our virtual learning environment. They will be assigned to a teacher and will be given a daily schedule for their virtual learning activities. Our virtual learning schedule and in-person schedule are very similar, and will allow students to engage in the same learning as their in-person peers.

If students develop any COVID symptoms, or are unable to participate in learning due to illness, they need to inform their classroom teacher immediately. Any teachers of the ill child will modify their expectations to allow students to participate in learning with accommodations.

Remote Learning Plans for Asymptomatic Students:

Students who are asymptomatic will be able to participate in our full virtual learning programming, and will be provided with a daily learning schedule and assigned tasks to complete and participate in each day.

Section 5

Maintaining Healthy Environments: Infection Prevention and Control and Personal Protective Equipment (PPE)

Student PPE Expectations:

Students will be wearing masks in the classrooms and will remain in the same classrooms throughout the day. Outside walks and distanced activities will be available throughout the day. Students will wash hands regularly and use sanitizer in the classroom. Students in class in person will be distanced in the class

Student Movement and Transitions:

Students in each building will be given a designated stairwell to use. Arrows will be put in hallways to designate the route and flow of students walking in the hallways at a safe distance.

Student Dining Plan:

Meals will be made and pre-plated with a tray with a lid. Students will be eating in the classrooms, the trays will be delivered to the classrooms. Lunchrooms will not be utilized for class lunches. Students can bring lunches from home. We are not allowing peanuts or products with peanuts to be brought from home to accommodate peanut allergies. We will work with the nurse/student health center to see who else has other allergies and make accommodations within the classrooms such as a designated eating space within the classroom. Students will eat using trifold clear barriers and will wipe them down after eating.

Student Groupings and Group Activities:

There are no after school activities, clubs, or sports. There will be no in person field trips off campus. School assemblies have been cancelled. Band groups and string groups will not gather larger than 8. These groups will gather by grade level. Sports have been cancelled for the upcoming seasons. Academic group activities will not take place during the school year.

Monitoring Supply of PPE:

Teachers in individual classrooms will monitor hand sanitizer, disposable masks, disinfecting wipes, gloves, face shields if used, and communicate any shortages to their school office staff at the end of each week through a Google Form for each building. Administrative assistants will be responsible for keeping a surplus supply of PPE and clearing supplies available in their school office, and will contact UCC when re-ordering needs to occur and at least 2 weeks before their building is out of all supplies to provide for time for any shipping delays due to shortages.

Collaboration with the City of Milwaukee Health Department Regarding PPE Needs:

Our UCC schools will communicate with the City of Milwaukee Health Department if and when acquiring PPE becomes problematic or challenging.

PPE Shortages and Plan for Resolving Shortage of Supplies:

Administrative assistants will be responsible for keeping a surplus supply of PPE and cleaning supplies available in their school office, and will contact UCC when reordering needs to occur and at least 2 weeks before their building is out of all supplies to provide for time for any shipping delays due to shortages. Our goal is to always have a large stock of PPE and cleaning materials available, and when we have less than 2 weeks of supplies in stock for all staff and students, we will reorder supplies. If supplies are unavailable or out of stock, we will contact the Milwaukee Health Department and DPI regarding this for support, and if PPE and cleaning supplies are not available to ensure the safety and cleanliness of our school facilities, building administration will consider closing our school facilities temporarily or long term as needed.

United Community Center Schools - August 2020

Cleaning of Classroom and School Environments:

Throughout the day classrooms will be wiped down by staff and students. Students will wipe down their clear trifolds after meals. Maintenance will deep clean every building with disinfectants every evening after 4:30.

Cleaning of Isolation Environments:

At any time students are in the isolation room, and go home, maintenance will be called to disinfect the room when the student leaves.

Cleaning of High-Touch Surfaces:

Additional cleaning crew has been hired. Each building has a crew that will rotate through the building regularly to clean high touch surfaces such as door knobs, bathrooms, isolation space, office space, and sinks. At the end of each day, the cleaning crew will deep clean using spray in each room.

Students will be cleaning their trifold dividers regularly throughout the day.

Cleaning Products Utilized:

Our United Community Center agency purchases high quality cleaning supplies to ensure the cleanliness of all our facilities.

- Fast and easy hard surface/glass cleaner
- Pure Hard surface cleaner
- 64H neutral disinfectant cleaner/mix with water
- Clean cut disinfectant wipes
- Clean home disinfectant spray
- Steriphene II disinfectant deodorant spray
- Sani professional sanitizing wipes

HVAC Assessment:

Maintenance has ordered, and is replacing, all filters within all of the buildings. Filters will be monitored and replaced as needed. We are also looking into possible UV-filters within our HVAC system to better manage the virus.

Section 6

Maintaining Healthy Operations: Building Visitors and Physical Distancing and Personal Protection Protocols

Restrictions for Visitors:

UCC Schools (Bruce Guadalupe and UCC Acosta MS) are NOT accepting visitors including, guest speakers, field students, volunteers, and parents. In person field trips are not permitted at this time. Parents will be allowed to only enter the lobby area of each school building to communicate with school office staff, but facial coverings are required at all times, and signs and decals will be posted reminding parents to maintain their distance from others at all times. No visitors or families will be allowed to enter any school buildings, classrooms, or interior school facilities.

Physical Distancing Inside of Classrooms:

All extra furniture will be removed from classrooms (futons, couches, chairs, bean bags, rugs, etc). Desks and tables will be spread apart using distancing guidelines. Clear plastic trifold dividers will be used for each student to provide separation between students. All students age 3 and older will use masks at all times inside the classrooms. Each classroom will be limited to 15 students and students will be assigned designated work spaces that will be separated with as much distance as possible (ideally 3 - 6 feet of distance between each student). Classrooms with smaller spaces may be assigned less students within each space in order to ensure safe distancing.

Students are bringing individual packs of tissues and will use their own and dispose of them when finished into the garbage. Disinfectant wipes, or spray and paper towels will be used to clean tables, trifolds, counters, and other high touch areas. Washing of hands can be done regularly with sanitizer or soap and water at sinks (if the classroom has a sink).

Physical Distancing Outside of Classrooms:

6 feet distancing stickers and arrows will be put on the floor for students to follow. When outside for walks and recess, students will space themselves and not use playground equipment.

Traffic Routes Inside of Classrooms:

Inside of the classroom, teachers will be asked to designate pathways for students to enter and leave the classroom if possible.

Traffic Routes Outside of Classrooms:

Teachers will have procedures for movement within the classroom that provides one direction movement while socially distanced.

Recreational Activities and Sports:

All after school sports, clubs, and activities are cancelled.

Transportation Rules:

Students are dropped off or picked up by families, or walk home. There are no school busses or public transportation utilized.

Section 7

Staff Attendance Policies, Education, Monitoring, and Screening

Staff Remote Work Options and Alignment with State and Federal Requirements:

All school staff are required to report to their assigned school building if teaching virtually or in person. Whether students are present and learning on campus or learning remotely from home, staff will teach on campus.

Staff Education on COVID-19:

Our school nurse, Pam Ziolkowski, will provide training on all COVID-19 protocols.

Our HR department has provided [training videos](#) and resource materials to review the protocols for COVID.

- [COVID-19 Procedures Presentation](#)
- [Infectious Disease Control Policy](#)

Monitoring Staff Absences:

- All UCC school buildings will track student absences within Skyward (SIS), and will provide a comment with the absence record if the absence is COVID related, or related to another non-COVID illness.
- All staff absences will be tracked by each school office and within our Paycom system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.

Plan for Staff Shortages:

- If there are 2 confirmed COVID cases on campus, the City of Milwaukee Health Department will be contacted, and we will follow their guidance from that point moving forward.
- With any number of staff absences, we will evaluate our ability to operate and safely monitor and distance students, while also providing for an appropriate student to staff ratio.
- We are currently working to hire additional staff to help support staff shortages if possible.

Staff PPE and Training:

Staff were given \$75 to purchase PPE that they feel comfortable wearing and will keep them safe. Staff will be trained on the protocol and expectations for PPE (wear a mask at all times, keep your distance, and wash your hands). Staff have been given the following materials to review:

- [UCC Staff Return to Work Plan](#)
- [COVID-19 Procedures Presentation](#)
- [CDC Guidelines for Safely wearing a mask](#)

Student Support Service Delivery in the case of Absences:

If the teacher can work from home during the absence, teachers will provide service to the students in the classroom remotely. Students in person will remain in the classroom with their peers and a support person along with the classroom teacher. The support teacher will help the student log on to get virtual instruction from the absent teacher.

If the absent teacher cannot teach remotely, someone else from the sped team will deliver the minutes of instruction.

Additional Cleaning and Hygiene Protocols:

Throughout the day classrooms will be wiped down by staff and students. Students will wipe down their clear trifolds after meals. Maintenance will deep clean every building with disinfectants every evening after 4:30.

Additional maintenance crews have been hired to provide continuous cleaning of high touch areas throughout the buildings (door knobs, bathrooms, doors, railings, walls, etc.)

Students, staff, and other employees will be expected to wash hands often with soap and water- scrubbing soap for 20 seconds, if this option not available will utilize hand sanitizer regularly.