United Community Center Schools
Return to School Health Safety Plan

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

Initial Plan August 2020
Recent Review and Updates: March 2022

Section 1
General Information

See linked Checklist here

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

COVID 19 Coordinator:

Our schoolwide COVID-19 Coordinator is Yomaira Clemente.

Our COVID 19 Coordinator in collaboration with the school nurse team will assist in providing educational information to our school community, students, staff, and families regarding COVID-19. Examples include the spread of the disease, mitigation strategies, prevention, containment, and will train our school staff on health related policies, protocols and procedures.

The coordinator collaborates with the local health department as well as school principals on positive cases and related contact tracing. This provides school leaders the information they need to assist in making any decisions related to quarantining or closures.

All school staff and families will be informed of the COVID-19 Coordinator.   The following information will be provided to contact our Covid Coordinator when needed:

> COVID-19 Coordinator: Yomaira Clemente
> Phone: 414-649-2825
> Email: yclemente@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 employee software system. Staff (and supervisors) can note if the absence is related to illness, and any absences related to COVID will be documented separately.

- All families and staff will be provided with the contact information for our COVID-19 Coordinator, and Student Health Center on ClassDojo, as well as on our UCC Schools Distance Learning site. This information is readily available on the UCC Parents Resource Page https://sites.google.com/bgcsedu.org/uccschoolsdistancelearning/covid-dashboard and pushed out to families on ClassDojo at once each month as a reminder.

Communication with Milwaukee Health Department

- If there is a confirmed case and/or close contact(s) of COVID-19 among the students, school administrators in collaboration with the Student Health Center will report the information to the City of Milwaukee Health Department. If there is a confirmed case among the staff, school or UCC, the UCC will report the information requested by the Milwaukee Health Department. The Department's advice will be sought and a factor in determining next steps.
- We anticipate 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 Student Health Center have 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 leadership (UCC and 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 and conditions in the area surrounding our schools.

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 in the event of full classroom quarantines. 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).](#)
- **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.
- **Quarantined/Isolated Students:** School staff will stay in daily contact with students who are identified as close contacts or have tested positive with the virus (and its variants).

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 within 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](#)

Fully vaccinated employees:

As more people become fully vaccinated against COVID-19, UCC's workplace rules will be following the guidance of CDC and the Wisconsin Department of Health Services in order to maintain a safe, comfortable working environment for all employees, students, clients, and visitors.

UCC is considering an individual as fully vaccinated when it has been:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine

Fully vaccinated employees are able to:

·	Resume activities they participated in before the pandemic
·	Do not have to quarantine after having been exposed to someone with COVID-19 or traveling internationally

Fully vaccinated employees should still continue to practice good hygiene, be mindful of those around them, and abide by UCC's workplace guidance and local government rules.

Unvaccinated Employees

For employees who choose not to receive a COVID-19 vaccine, UCC expects them to continue to practice social distancing, and be mindful of those around them.

During the workday, employees who are not fully vaccinated are recommended to:

●	Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
●	If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands.
●	Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
●	Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

While the COVID-19 vaccines greatly decrease the probability of severe symptoms and hospitalization, it is still possible for individuals to contract the virus. Employees who are showing symptoms, have been exposed to the virus, or test positive should follow the instructions below depending on their vaccination status.

Displaying COVID-19 Symptoms – Fully Vaccinated and Unvaccinated Employees

Regardless of vaccination status, if you are displaying COVID-19 symptoms, you should notify your supervisor, stay home, and get tested immediately. If you test negative, notify your supervisor and you will be allowed to return to work. Please be sure to provide proof of your negative test result. If you test positive, notify your supervisor immediately in order for them to begin the proper processes.

Testing Positive for COVID-19 – Fully Vaccinated & Unvaccinated Employees

Should you test positive for COVID-19, regardless of your vaccination status, you will be required to isolate for 5 days after your first day of symptoms* or 5 days after your test date if you are asymptomatic. If your symptoms have resolved after 5 days, you are able to return to work on Day 5. You will be required to wear a mask for an additional 5 days around others. **Please note: As of January 4, 2022, masks are mandatory in all buildings on the UCC campus and the Early Learning Academy.** You should not report to work or be in any building on the UCC campus during your isolation. Please notify your supervisor immediately in order for them to begin the proper processes. You will be required to use your personal/vacation days during the isolation period. Please speak directly with your supervisor to accommodate this request.

*First day of symptoms is considered Day Zero.

5 Day Isolation Period

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Please note that the shortened 5 day isolation period only applies when an individual's COVID-19 symptoms are almost gone or have completely resolved by Day 5. If an individual is still experiencing symptoms (such as headaches, body aches, or fever) on Day 5, they should continue to stay home until their health improves and keep the supervisor and HR updated.

Exposure to COVID-19 – Fully Vaccinated Employees

If you have been exposed to someone with COVID-19 and are fully vaccinated, then you aren't required to quarantine, but you should monitor for symptoms. You are able to continue working, but are asked to wear a mask for 3 days. You are not required to get tested. **Please note: As of January 4, 2022, masks are mandatory in all buildings on the UCC campus and the Early Learning Academy.**

If you start to develop symptoms after being exposed, you will be required to get tested and won't be allowed to return to work, unless you have a negative test result. Please provide proof of your negative test result. If you test positive, you will need to isolate for 5 days from the start of your symptoms*. You will be allowed to return to work on Day 6.

*First day of symptoms is considered Day Zero.

Exposure to a Household Contact testing positive for COVID-19 – Fully Vaccinated Employees

If someone in your household tests positive, but you are fully vaccinated, you will not be required to quarantine. However, you will be required to wear a mask at work for 3 days and you will need to get tested 5 days after the person in your household tested positive. If you test negative and are not displaying any symptoms, you are no longer required to wear a mask. **Please note: As of January 4, 2022, masks are mandatory in all buildings on the UCC campus and the Early Learning Academy.**

If you are showing symptoms, please stay home and get tested. If you are negative, please provide proof of your test result and you will be allowed to return to work. If you test positive, you will need to isolate for 5 days from the start of your symptoms*. You will be allowed to return to work on Day 6.

*First day of symptoms is considered Day Zero.

Exposure to COVID-19 – Unvaccinated Employees

If you have been exposed to someone with COVID-19 and aren't vaccinated, you will be required to quarantine for a full 5 days after your last date of exposure. On or after Day 5 after exposure, you should get tested. If the test is negative, you are allowed to return to work on Day 5. Please provide proof of your negative test. You will be required to wear a mask for an additional 5 days around others**. Please note: As of January 4, 2022, masks are mandatory in all buildings on the UCC campus and the Early Learning Academy.** You will be required to use your personal/vacation days during the time spent under quarantine. Please speak directly with your supervisor to accommodate this request.

If you develop symptoms before the Day 5 of exposure, please get tested right away. Notify your supervisor of your results. If you test positive during your quarantine, you will need to isolate for 5 days from the first day of symptoms* or 5 days from the test date if you are asymptomatic. You will be allowed to return to work on Day 5.

*First day of symptoms is considered Day Zero.

Exposure to a Household Contact testing positive for COVID-19 – Unvaccinated Employees

If someone in your household tests positive and you are unvaccinated, you will be required to quarantine for a full 5 days after they test positive. You will need to get tested on or after Day 5. If you test negative and are not displaying any symptoms, you are allowed to return to work on Day 5 by providing proof of your negative test results. You will be required to wear a mask for an additional 5 days around others. **Please note: As of January 4, 2022, masks are mandatory in all buildings on the UCC campus and the Early Learning Academy.** You will be required to use your personal/vacation days during the time spent under quarantine. Please speak directly with your supervisor to accommodate this request.

If you start to develop symptoms before Day 5, please stay home and get tested right away. If you test positive, you will need to isolate for 5 days from the start of your symptoms*. You will be allowed to return to work on Day 5.

*First day of symptoms is considered Day Zero.

Domestic Travel

If you travel outside of the state of Wisconsin, UCC is **NOT** requiring you to

quarantine. You will be allowed to return to work after you return, as long as you do not have any symptoms and you believe you haven't been exposed to anyone with COVID-19.

International and Cruise Travel

If you will be traveling outside of the country or will be on a cruise, **you will be required to quarantine for a full 5 days after returning home if you are unvaccinated or not yet fully vaccinated. You will also need to get tested for COVID-19 3-5 days after returning home.** You must present a negative test result in order to return to work. **If you choose not to get tested, you will need to quarantine for a full 10 days after returning home.** You will not be allowed in any UCC buildings during the quarantine period and you will need to use your personal and/or vacation days during this time.

If you are fully vaccinated, you aren't required to quarantine when you return. It is recommended that you get tested for COVID-19 3-5 days after you return, but it will not be required.

Developing COVID-19 Symptoms after Travel

Should you develop symptoms after traveling, you should stay home and get tested immediately, regardless of whether you are vaccinated or not. Please notify your Supervisor and/or Human Resources. You must present a negative test result in order to return to work.

If you test positive for COVID-19, notify your supervisor and/or Human Resources immediately and continue to stay home. You will need to isolate for 5 days from the first day of symptoms* or 5 days from the test date if you are asymptomatic. You will be allowed to return to work on Day 5.

*First day of symptoms is considered Day Zero.

COVID19- Investigation process for Employees with Positive COVID-19 test

This protocol should be consistently applied to all UCC employees, regardless of ethnicity, national origin, or travel history, in order to reduce the risk of discrimination claims. For remote workers, the analysis should be based on their job duties or other similar considerations.

If we are made aware of an employee who has tested positive for COVID-19, the Supervisor must immediately complete the following tasks:

1) Communicate to the Department Director and Human Resources Director via email that you have an employee that has tested positive for COVID-19.
2) Communicate to Maintenance Supervisor via email that you have had a COVID-19 positive test so they can coordinate a thorough cleaning of the area.
3) Conduct a telephone interview with the employee who tested positive and complete the **COVID-19 Positive Test Investigation Form**. **Do NOT** email or otherwise share this document with anyone other than Human Resources.
4) The employee's name and condition **MUST** remain confidential and **NOT** be released to anyone.
5) Contact the Human Resources Director (414-649-2818) or Shirley Flores (414-389-3604) immediately by phone once the COVID-19 Positive Test Investigation Form is complete, and personally deliver the completed form to the HR office.
6) **If anyone other than the supervisor is aware of the results, the supervisor shall communicate to those individuals that they must keep the name and condition confidential.**
7) Human Resources will communicate with the Milwaukee Health Department (MHD) for guidance.
8) In accordance with the MHD guidance, Human Resources will communicate with the supervisor to determine who will be designated as a close contact or no contact, and/or if the situation requires the closure of the department, area or agency.
9) If the agency or department must close for a specific time, or if any employees must quarantine, the supervisor must analyze who can work remotely.
10) Upon confirmation of a successful delivery of the COVID-19 Positive Test Investigation Form, **all correspondence including the completed form should be deleted and shredded.** Tracking of this will be maintained by the Human Resources Department.
11) Supervisor will provide notification letter to all individuals who have had close contact, as these individuals will be **required to follow quarantine for a period of at least 7 days if unvaccinated**
12) **.** {LETTER TO CLOSE CONTACTS)
13) Supervisor will provide a notification letter to other staff that might not have had close contact, but are located in the same building. {DRAFT LETTER TO EMPLOYEE with NO EXPOSURE}

Disclosure

The actual identity of the employees shall not under any circumstances be disclosed. Non- identifying information may be provided to appropriate officials in the event of a confirmed case.

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Vaccinations

The school and agency will continue to partner with local health care organizations to offer vaccine clinics to employees, families and students. The intent is to increase the overall vaccination rate and reduce the spread and/or severity of illness of the virus and its variants.

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

- Protocol for students will follow the same process as described above for employees. However, staff and families would report positive cases and close contact circumstances to the school nursing team.
- If a student is symptomatic or has been identified as a close contact of another individual who tested positive:
  - Call the Student Health Center.
  - Parents will be immediately notified to pick up the student from school.
  - Parents will be instructed to keep their child at home, monitor their symptoms and self-quarantine.

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 may be moved to an isolation area to be further evaluated by our health center staff (temperature taken).

Collaboration with local and state Health Departments

- If there is a confirmed case of COVID-19 for students, our Student Health Center or UCC will report the case/s to the City of Milwaukee Health Department.
- If there is a confirmed case of COVID-19 for staff, UCC will report the case/s to the City of Milwaukee Health Department.
- If our school staff, administrators, or health center have 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 administration, leadership and COVID 19 Coordinator, will regularly review the data on the COVID-19 statistical dashboard available on the [Milwaukee Health Departments website]() to stay informed of the community spread condition in the area surrounding our schools.

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.
- In the City of Milwaukee where our school community is located, 97% of the population is 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.
- 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 a 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 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 is identified as a close contact of COVID-19 positive person, the staff member will be contacted by a building administrator, in-person, if possible. 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. All privacy will be maintained, unless a need to know is determined.
  - ○ 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 individuals 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 follow UCC staff policies based on results.
- 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 contacted for guidance.
    - Students and families that may be demonstrating symptoms of COVID-19 will be encouraged to seek testing and follow current local health department guidelines based on results.
  - 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 follow current local health department guidelines based on results. We also encourage our families to inform their school building of their child's test results as soon as they receive them.

Communication with Families Regarding Face Coverings:
- Face coverings are optional.
- Parents are requested to have a conversation with your child(ren) about your expectation to wear or not wear a mask during the school day, since teachers and staff will not be able or expected to monitor if a student is or isn't wearing a mask.
- Quarantining or isolation and individual masking due to positive tests and/or being a close contact will still be required after reviewing the circumstances and consulting with the local health department.
- Adjustments to the face mask policy might still be made based on CDC recommendations, the local health department, as well as a classroom or school's data.
- [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:
- A limit of visitors are 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 3 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
- Requirement to maintain 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

Communication of Information Regarding COVID
- **COVID-19 Information**
  - Each week families have been given 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.

Communication of Information Regarding COVID Protocols and Procedures
- All protocols and procedures were shared with all school staff, families, and students in an appropriate manner before the school year began.
- School staff received training on these protocols and procedures, as well as written documentation of these plans.
- Families will receive an electronic document of all safety protocols and procedures which will be available on our school website as well as shared on ClassDojo.
- Students are provided with training on protocols and procedures in an age appropriate way by their classroom teacher, as well as student health center staff.

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

School Start Date:
Our campus opened to students and began instruction on Wednesday, August 25, 2021. All staff reported to campus for professional development beginning on Monday, August 16, 2021.

Student Groupings and Cohorts:
Students will be placed in consistent groupings called cohorts. Student cohorts will stay consistent, and students will begin to interact with other cohorts of students across the school environment as year progresses and positivity rates decrease.

Students will be required to wear masks at all times during the school day separate from lunch.   Students will be grouped into pods for lunch seating.

Student movement throughout the building will resume following past schedules to restart the various program offerings for a rich academic experience. Social distancing will continue to be emphasized.

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 in 2020 which reviewed PPE measures and protocols and procedures for ensuring the safety of our school community

Plan to Identify and Accomodation High-Risk Students:
Before school began in August 2020, all families were 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 reached 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.

Procedures for Determining Students Learning In-School vs at Home:
Due to the significant social and academic impact of learning from home from spring 2019 through the conclusion of the 2020-21 school year, school will be open to all students, without a virtual option being offered. If there are extenuating circumstances of illness or a classroom shutdown occurred due to the number of close contacts and spread of the virus, availability of the virtual learning plans were communicated by the principal to the students' families.

Procedures for Common Gathering Places:
Common gathering areas were reopened at the beginning of the 2021-22 school year.

Arrival Procedures:
Doors open at 7:30 for entry into each school building. Students will be greeted by staff.   Hand sanitizer will be available at each entrance so students can sanitize their hands at entry. Face masks will also be provided if a student needs one.

Dismissal Procedures
The school has purchased and continues to implement pikmykid.com to assist with the dismissal. Each grade level will be assigned specific exit doors for dismissal to avoid groups gathering at one location.
- When parents arrive on 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 parents 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 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, if a student is quarantined.
- **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 support 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 support 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.
- **Other special needs:** Students with additional needs have plans developed by the principal/appropriate staff and shared with the family.

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 face coverings 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 and/or the UCC tracking log.

- Together with the nursing team the administration will conduct necessary contact tracing.

- 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 or symptom reducing meds within the previous 24 hours), students will be allowed to rejoin the in-person school environment in accordance to the UCC school illness policies and School Safety Plan If students have been exposed to someone with COVID: follow current local health department guidelines for quarantine, the UCC school illness policy and the School Safety Plan for returning to school.

- 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.

Section 5

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

Student Mask Expectations:
Students will be wearing cloth masks (No vented or single layer fabric gators). Students will wash hands regularly and use sanitizer in the classroom. Students in class in person will be distanced in the class, to the greatest extent possible.

Student Movement and Transitions:
 Arrows will be put in hallways to designate the route and flow of students walking in the hallways at a safe distance.

Student Groupings and Group Activities:
After school activities, clubs, or sports will be restarted beginning in August 2021. Beginning in 2022 in-person off-campus field trips will restart.   Band groups and string groups will regather, however concerts will be offered online and re-evaluated in the spring 2022.

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 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.

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, DPI or Department of Health Services regarding this for support.

Cleaning of Classroom and School Environments:
Throughout the day classrooms will be wiped down by staff and students. Maintenance will deep clean every building with disinfectants every evening after 4:30.

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, office space, and sinks. At the end of each day, the cleaning crew will deep clean using spray in each room.

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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 staff replaced filters within all of the buildings. Filters will be monitored and replaced as needed. We have installed UV-filters within our HVAC system to better manage the virus across all school buildings.

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

Restrictions for Visitors:
UCC Schools (Bruce Guadalupe and UCC Acosta MS) have limitations related to volunteers and parents. Parents will be allowed to only enter the lobby area of each school building to communicate with school office staff, and signs and decals will be posted reminding parents to maintain their distance from others at all times. Other than parent/teacher conferences, or 1:1 meetings with parents and school staff, no visitors or families will be allowed to enter any school buildings, classrooms, or interior school facilities, unless needed.

Physical Distancing Inside of Classrooms:
Any meetings held inside classrooms lasting more than 15 minutes will require participants to be socially distanced of 3 ft or greater.

Physical Distancing Outside of Classrooms:
Distancing stickers and arrows were put on the floor for students to follow.

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 that were canceled in '20-21 have resumed during the '21-22 school year.

Transportation Rules:
Students are dropped off or picked up by families, or walk home. There are no school buses or public transportation utilized.

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 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 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:

- 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.