

June 4, 2020

From: Diane Johnson, Superintendent

Subject: ***Birchwood School District Summer School for PK-5 and any middle/high school students attending on-site in July/August***

Operational Workgroup:

Robert Robotka-Director of Facilities, Raemi Hrdlicka-Director of Food Service, Jeff Stanley-Principal, Jo Henk-School Secretary, Rhonda Schultz-Summer School Director, Diane Johnson-Superintendent including collaborations with Cheri Nickell-Washburn County Health Department

- The Stay-at-Home Order with respect to school closure and extra-curricular activities expires on June 30, 2020.
- Districts are able to provide face-to-face summer school with the implementation of safety guidelines. **If you are interested in having your child participate, please call the office at 715-354-3471 or email Jo Henk at jhenk@birchwood.k12.wi.us before July 3, 2020 so we know how many students will be participating.**
- Summer school will run Monday-Thursday July 13-July 30th and August 3-August 14th (Summer Boost!) from 8am-12pm. Friday field trips are cancelled this year so students will not have school on Fridays.
- **Breakfast and lunch will not be served at summer school**-please see the plan under "Cafeteria" below.
- Please drop your child off at the front entrances near the office (not the commons doors). We will help students get to their assigned classrooms. Please be sure to pick your child up at noon each day from the front entrances.
- This document outlines safety procedures in several areas of the building to lessen the risk of covid to students and adults participating in summer school. Areas outlined include:
 - Custodial duties
 - Classrooms
 - Hallways
 - Recess/playground
 - Technology
 - Cafeteria
 - Field trips

Custodial Duties: Additional Safety Measures

1. Additional hand sanitizer dispensers will be placed near entrances to each building.
2. A Clorox 360 Electrostatic sprayer was ordered in May. If the machine arrives by summer school, each area that students access will be sanitized daily.



3. At the end of the day, doorknobs, railings, chairs, tables, etc.. will be wiped down and sanitized.
4. Touchless toilet flushers and touchless sinks will be installed in various restrooms throughout the school as soon as the fixtures arrive.

Classrooms:

1. Face coverings are highly recommended but voluntary for students. (Staff members should wear a mask when social distancing cannot be maintained.) If you want your child to wear a mask during the day, please talk with your child at home and encourage him/her to keep the mask on at school. Teaching staff may not be able to monitor students wearing their masks.
2. Students will be asked to bring their own supplies (scissors, glue, crayons, etc.) to limit the sharing of materials.
3. Students will be seated 6 feet apart and face one direction, as much as possible. (Please keep in mind this will be easier for the older students than for our younger students in understanding space boundaries.)
4. Students will stay with one teacher and the same small group throughout summer school. The teacher will teach one block each of reading and math and two enrichment blocks.
5. Gathering places, such as the carpet, will be marked off and/or reconfigured for social distancing.
6. Students will be encouraged to wash their hands and practice good hygiene (sneezing into their arm and “elbow bumping” instead of hugging/touching will be encouraged).
7. When students line up to go to recess, they will be encouraged to line up six feet apart.

Playground/Recess:

1. A playground schedule will be developed to limit the number of students on the playground at one time.
2. Students will wash or sanitize their hands before going out to play.

3. Portable shared playground equipment such as balls and jump ropes will be limited at this time.
4. When students re-enter the building they will wash or sanitize their hands.
5. Permanent playground equipment (slides, swings, etc.) will be sanitized.

Hallways:

1. Students will stay on the right side of the hallway as they pass others.
2. Students will socially distance (as much as possible) while walking in the hallway.
3. Students should bring their own water bottle as the drinking fountain will only be used for refills, not for direct use.

Technology:

1. Students will be assigned their own device for summer school, limiting use by multiple people.
2. If students use the IMC computers, equipment will be disinfected before the next person/class uses them.

Cafeteria/Snacks:

1. The lunch staff will continue to provide food pickup on Mondays from 10am-12pm during summer school weeks only. If your child attends summer school, the parent/guardian or the student can take the food bag home with them. **Breakfast/lunch will not be served at school.**
2. Breakfast (included in the weekly food bags) will be eaten at home before school. If your child needs a snack, please send one with them as food will not be served or provided at school. If you do not have the financial ability to supply a snack, let the office know and we can help out.

Parent responsibilities:

1. Parents/guardians should perform a daily symptom screening, including a temperature check, if possible, before coming to school. Any student who is experiencing symptoms of illness should not come to school.
2. If your child complains of feeling ill while at school, you will be called to pick him/her up. (You may want to talk to your child about the difference of feeling ill because he/she is tired versus true illness like a stomach ache or fever as we may call even on "smaller" complaints.)
3. When students enter the building, they will be required to follow the 6 foot physical distancing requirement when reasonably possible, and consider wearing face covering in common areas for which physical distancing cannot be attained.

4. Summer school will run M-Th from 8am-12pm. Field trips will not be taken on Fridays and so school will not be in session.

Covid-19 Response:

- If the School District receives notice that any individual present in school who has contracted COVID, it will be documented according to our district pandemic plan and a deep cleaning of the building will be performed. Summer school for the following day may/may not need to be cancelled depending on how quickly we can deep clean the building.
- A child or staff member diagnosed with Covid-19 may not return to school until they either receive approval from a doctor or the public health department or have stayed home for 10 consecutive days.

The Birchwood School District reserves the right to update or change any of these guidelines or operations as determined necessary based on the evolving situation and Department of Health guidance.

Diane Johnson

District Administrator

Robert Langham

Board President

