

1 **Upper West Shore School District #33**

2
3 **COVID-19 Emergency Measures**

1905

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5 Student, Staff, and Community Health and Safety

6
7 The School District has adopted the protocols outlined in this policy during the term of the
8 declared public health emergency to ensure the safe and healthy delivery of education services
9 provided to students on school property in accordance with Policy 1906, and a safe workplace
10 when staff are present on school property in accordance with Policy 1909, and the safety, health
11 and well-being of parents and community members. The supervising teacher, principal,
12 superintendent or designated personnel are authorized to implement the protocols in coordination
13 with state and local health officials.

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15 Symptoms of Illness

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17 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
18 of illness must not come to school or work. Students who have a fever or are exhibiting other
19 signs of illness must be isolated in a designated area until such time as parents or caregiver may
20 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
21 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
22 accordance with state and/or local health standards as applicable. Students may engage in
23 alternative delivery of education services during the period of illness or be permitted to make up
24 work in accordance with District Policy 1906. Staff members will be provided access to leave in
25 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of
26 Understanding.

27
28 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
29 demonstrating symptoms of illness must not be present at the school for any reason including but
30 not limited events or gatherings or to drop off or pick up students excepted as provided by this
31 policy. To avoid exposing others to illness, parents or caregivers who are ill must make
32 arrangements with others to transport students to school or events, if at all practicable. If not
33 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop
34 off and must arrange with District staff to supervise students in accordance with physical
35 distancing guidelines in this Policy.

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38 Physical Distancing

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40 Option 1—Originally adopted by Board 3-26-20/confirmed 4-30-2020 for 20-21 school year

41 Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and
42 their colleagues and peers throughout the school day inside any school building, on school
43 provided transportation, and on school property before and after school. Staff members will
44 arrange classrooms and restructure courses, transportation services, and food service to meet this
45 standard.

1 Recess will continue as scheduled in accordance with physical distancing guidance without the
2 use of playground equipment. Any other use of school playgrounds is strictly prohibited.

3
4 Drop off and pick up of students will be completed in a manner that limits direct contact between
5 parents and staff members and adheres to social distancing expectations around the exterior of
6 the school building while on school property.

7
8 Option 2 includes the Procedures used during 20-21 school year

9 To the extent possible, elementary school courses will be delivered to the same group of students
10 each day, and the same teachers will remain with the same group in the same separate and
11 designated room each day. If physical distancing is not possible during meal service and courses
12 delivered in a separate area such as the library, gymnasium, and music room, the service or
13 course will be delivered in the designated classroom for each group of students. Recess and use
14 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate
15 student groupings. Transportation services will be provided in accordance with cleaning and
16 disinfection procedures outlined in this policy.

17 Recess- groups may play together while on
the Play ground, but will enter the building in their
own cohorts and masked. Board decision 2/15/21

18 Secondary school courses-this section not applicable- will be delivered using a restructured bell
system to minimize student

19 interaction in common areas. Upon arriving in a classroom, secondary school students will be
20 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean
21 their learning area or desk. Meal service for secondary students will be provided through a grab
22 and go lunch that will be eaten in designated areas.

23
24 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be
25 staggered in designated intervals by grade level through a schedule set by the supervising teacher
26 or building administrator.

27
28 Drop off and pick up of students will be completed in a manner that limits direct contact between
29 parents and staff members and adhere to social distancing recommendations in the exterior of the
30 building.

31
32 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance
33 between themselves and others. This distancing requirement does not apply to individuals who
34 are a part of the visitor's regular household isolation group when the group is authorized to
35 present at the school facility.

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38 Face Coverings as Personal Protective Equipment

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40 Option 1- Required Face Coverings

41 Adopted 3/26/20 confirmed

42 4/30/20 for 20-21 school year, changed to

43 Option 2 –Optional Masks 3/22/21

44 This provision is required due to the COVID-19 state of emergency declared by the Board of
45 Trustees or other local, state or federal agency, official, or legislative body. This policy is

44 adopted, implemented, and enforced in accordance with the supervisory authority vested with the
45 Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and

1 related statues and regulations. The Board of Trustees authorizes the Superintendent to develop
2 and implement procedures to enforce this policy.

3
4 The School District requires all staff, volunteers, visitors, and school-aged students to wear
5 a face covering, mask, or face shield while present in any school building, regardless of
6 vaccination status. The School District also requires all staff, volunteers, visitors, and school-
7 aged students to wear a face covering, mask, or face shield while present at any outdoor school
8 activity with fifty (50) or more people where physical distancing is not possible or is not
9 observed. Face covering, mask, or face shield means disposable or reusable covering that cover
10 the nose and mouth. The School District will provide masks to students, volunteers, and staff, if
11 needed. If a student or staff member wears a reusable mask, the School District expects that
12 the masks be will washed on a regular basis to ensure maximum protection.

13
14 Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face
15 shield under this provision when:

- 16 1. consuming food or drink;
- 17 2. engaged in strenuous physical activity;
- 18 3. giving a speech, lecture, class presentation, course lesson, or performance when separated
19 by at least six feet of distance from the gathering, class, or audience;
- 20 4. communicating with someone who is hearing impaired;
- 21 5. identifying themselves;
- 22 6. receiving medical attention; or
- 23 7. precluded from safely using a face covering, mask, or face shield due to a medical or
24 developmental condition. The superintendent, building principal, or their designee shall
25 request documentation from a care provider when considering an exception to this
26 provision for medical or developmental reasons. The School District will comply with all
27 applicable disability and discrimination laws when implementing this provision.

28
29 When students and members of the public are not present, staff may remove their face covering,
30 mask, or face shield if they are at their individual workstation and six feet of distance is strictly
31 maintained between individuals. If students are working in small groups, the students must be
32 wearing face covering, mask, or face shield

33
34 All points of entry to any school building or facility open to the public shall have a clearly visible
35 sign posted stating the face covering, mask, or face shield requirement.

36
37 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face
38 shield requirement will be promptly investigated in accordance with District policy. Failure or
39 refusal to wear a face covering, mask, or face shield by a staff member or student not subject to
40 an exception noted above may result in redirection or discipline in accordance with District
41 policy and codes of conduct, as applicable.

42
43 Option 2 – Optional Face Coverings
44 Adopted 3/22/21 effective 4/12/21

1 Staff, students, and visitors may wear a face covering, mask, or face shield while present in any
2 school building. The School District does not require the use of masks and will not provide
3 masks except in cases required by this policy or at the discretion of the administration.
4

5 Allegations of harassment of any person wearing or not wearing a face covering, mask or face
6 shield shall be promptly investigated in accordance with District policy. A student, staff member,
7 or visitor who, after an investigation, is found to have engaged in behavior that violates District
8 policy is subject to redirection or discipline.
9

10 Cleaning and Disinfecting

11 School district personnel will routinely both clean by removing germs, dirt and impurities and
12 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and
13 on school property that are frequently touched. This process shall include cleaning
14 objects/surfaces not ordinarily cleaned daily.
15

16 Personnel will clean with the cleaners typically used and will use all cleaning products according
17 to the directions on the label. Personnel will disinfect with common EPA-registered household
18 disinfectants. A list of products that are EPA-approved for use against the virus that causes
19 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the
20 manufacturer's instructions for all cleaning and disinfection products.
21

22 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary
23 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped
24 down before use. Supervising teacher or administrators are required to ensure adequate supplies
25 to support cleaning and disinfection practices.
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30 Student Arrival

31 Hand hygiene stations will be available at the entrance of any school building, so that children
32 can clean their hands before they enter. If a sink with soap and water is not available, the School
33 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of
34 elementary students' reach and student use will be supervised by staff.
35

36 A District employee will greet children outside the school as they arrive to ensure orderly
37 compliance with the provisions of this policy.
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41 Temperature Screening

42 Designated School District staff are authorized to test the temperature of students with an
43 approved non-contact or touchless temperature reader. Students who have a fever or are
44 exhibiting other signs of illness must be isolated in a designated area until such time as parents or
45 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be
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1 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety
2 measures in accordance with state and/or local health standards as applicable.

3
4 When administering a temperature check on a possibly ill student, designated staff members will
5 utilize available physical barriers and personal protective equipment to eliminate or minimize
6 exposures due to close contact to a child who has symptoms during screening.

7 8 Healthy Hand Hygiene Behavior

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10 All students, staff, and others present in the any school building will engage in hand hygiene at
11 the following times, which include but are not limited to:

- 12 • Arrival to the facility and after breaks
- 13 • Before and after preparing, eating, or handling food or drinks
- 14 • Before and after administering medication or screening temperature
- 15 • After coming in contact with bodily fluid
- 16 • After recess
- 17 • After handling garbage
- 18 • After assisting students with handwashing
- 19 • After use of the restroom

20
21 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
22 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
23 can be used if soap and water are not readily available.

24
25 Staff members will supervise children when they use hand sanitizer and soap to prevent
26 ingestion. Staff members will place grade level appropriate posters describing handwashing
27 steps near sinks.

28 29 30 Vulnerable Individuals

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32 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
33 adoption as those age 65 or older or those with serious underlying health conditions, including
34 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
35 system is compromised such as by chemotherapy for cancer and other conditions requiring such
36 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
37 they should telework during the period of declared public health emergency.

38
39 Employees who have documented high risk designation from a medical provider are entitled to
40 reasonable accommodation within the meaning of that term in accordance with the Americans
41 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
42 may include but are not limited to teleworking in accordance with a work plan developed in
43 coordination with and authorized by the supervising teacher, administrator or other designated
44 supervisor. Such employees may also be eligible for available leave in accordance with the
45 applicable policy or master agreement provision.

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Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect each seat on each bus after each use.

Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

Confidentiality

This policy in no way limits or adjusts the School District’s obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

Legal Reference	Governor’s Directive Implementing Executive Order 2-2021 – February 12, 2021
	Correspondence clarifying Governor’s Directive – February 11, 2021
	Article X, section 8 Montana Constitution
	Section 20-3-324, MCA Powers and Duties

1 Section 20-9-806, MCA School Closure by Declaration of
2 Emergency
3 10.55.701(2)(d)(s) Board of Trustees
4 *State, ex rel., Bartmess v. Helena Board of Trustees*, 726 P.2d 801
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- 6 Cross Reference: Policy 1901 – School District Policy and Procedures
7 Policy 1903 – School District Events and Meetings
8 Policy 1903F – School Events Notice
9 Policy 1906 - Student Services and Instructional Delivery
10 Policy 1907 – Transportation Services
11 Policy 1006FE – Transfer of Funds for Safety Purposes
12 Policy 3410 – Student examination and screenings
13 Policy 3226 – Bullying and Harassment
14 Policy 3417 – Communicable Diseases
15 Policy 3431 – Emergency Treatment
16 Policy 5015 – Bullying and Harassment
17 Policy 1911 - Personnel Use of Leave
18 Policy 1910 – Human Resources and Personnel
19 Policy 4120 - Public Relations
20 Policy 5002 – Accommodating Individuals with Disabilities
21 Policy 5130 – Staff Health
22 Policy 5230 - Prevention of Disease Transmission
23 Policy 6110 – Superintendent Authority
24 Policy 6122 - Delegation of Authority

25 Policy History: Original Version
26 Adopted on: March 26, 2020
27 Reviewed on: Latest Version Reviewed March 15, 2021
28 Revised on: April 30, 2020; Mask Requirement changed on 3/22/2021 effective 4/12/21
29 Terminated on:

1 **Upper West Shore School District #33**

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3 **COVID-19 Emergency Measures**

1905P

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5 Administrative Procedures for Student, Staff, and Community Health and Safety

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7 The administrative team of the School District has adopted these procedures in accordance with
8 Policy 1310 in order to implement Policy 1905 during the term of the declared public health
9 emergency to ensure a safe and healthy work and instructional setting. These procedures were
10 developed in accordance with the latest available guidance from the Centers for Disease Control
11 and in coordination with applicable state, tribal, and local health officials. These procedures
12 supplement Policy 1905. All provisions in Policy 1905 remain in effect.

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15 Personnel Cleaning and Disinfecting

16
17 Personnel will evaluate and identify surfaces and objects to be cleaned and disinfected in
18 accordance with their knowledge, experience, and the latest available guidance from the Centers
19 for Disease Control, state, tribal, and local health officials. Personnel will have access to or the
20 opportunity to access the latest available guidance upon request to their supervisor.

21
22 Personnel will coordinate with colleagues and supervisors to develop a plan, schedule, and
23 routine to regularly clean and disinfect identified surfaces and objects. Personnel will honor this
24 plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not
25 limited to change in school schedule, absence of colleagues, availability of equipment and
26 supplies, and federal, state, tribal or local health directives and guidance. If adjustment is
27 necessary, personnel will again coordinate with colleagues and supervisors to improve the plan,
28 schedule, and routine. Personnel will solicit and accept perspectives from colleagues and other
29 school officials when considering improvements to the plan.

30
31 Personnel will prioritize disinfecting frequently touched and indoor surfaces. Hard and non-
32 porous surfaces and objects that are touched daily will be the top priority for disinfection on a
33 daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been
34 occupied for seven days will be routinely cleaned. Personnel will first clean visibly dirty
35 surfaces and objects prior to disinfection by using the appropriate cleaning or disinfecting
36 product for the identified surface, object, or task. Personnel will always use chemicals, products,
37 and substances authorized by Policy 1905 in a manner consistent with the applicable instructions.

38
39 Personnel will thoroughly clean or launder soft, porous, or fabric-based materials as permitted by
40 location and substance. During evaluation and identification of surfaces, personnel will consider
41 removing soft and porous materials in high traffic areas that may increase risk of exposure.

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43 Personnel will establish and maintain safe work practices in accordance with these procedures
44 and School District policy in order to reduce the risk of exposure.

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Symptoms of Illness

Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Personnel who have a fever or are exhibiting other signs of illness while at work will be authorized to return home. All affected surfaces and areas should be thoroughly cleaned and disinfected once the staff member has vacated the area by staff utilizing safety measures in this procedure in accordance with available standards as applicable. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable master contract, collective bargaining agreement, or memorandum of understanding.

Physical Distancing and Work Areas

Staff members working in the school when no students are present will maintain appropriate physical distance from their colleagues as permitted by their duties and work setting to minimize contact and risk of exposure. Staff members will have access to disinfecting wipes or disinfecting spray and disposable paper towels and time to clean their desk, office, work area or classroom when needed.

Physical Barriers and Guides

Personnel will review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, will assist students and staff when unable to remain at a safe distance from their colleagues and peers. Personnel will coordinate with building or district administrators to complete or install any identified physical barrier. In areas where physical distancing is implemented, personnel are authorized to provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.

Ventilation

Air Purifiers &

Personnel will review and ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Classroom staff are authorized to open windows and doors to increase air flow in a manner that does not pose a safety or health risk to students and staff. Risks to consider include but are not limited to weather, risk of falling, and triggering asthma symptoms.

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Water Systems

Personnel will review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure.

The administration may provide alternative water sources if available. **Staff and students are authorized to bring their own water to minimize use and touching of water fountains.**

Culligan water provided for the school year

Report and Revision

These administrative procedures will be reported to the board of trustees upon adoption and implementation by the administration in accordance with Policy 1310. The board of trustees retains the authority to amend policy and procedures. Any revision to these procedures will be reported to the board of trustees.

