

# Starting Well & Staying Well

Procedures for in-person learning and preventing the spread of COVID-19

School year 2020-21

Updated: August 7, 2020



**SCREENING  
PROCEDURES**



**FACE  
COVERINGS**



**SOCIAL  
DISTANCING**



**PERSONAL  
HYGEINE**



**FACILITY  
CLEANING**



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**Mrs. Julie Large**  
Special Education  
Coordinator

Teachwell Transitions

## Working Together to Make In-Person Learning Safe and Accessible

Our Starting Well & Staying Well Committee has worked diligently to put together an easy-to-understand set of guidelines and procedures to help prevent the spread of COVID-19. Maintaining the health and safety of the Teachwell Family is going to be a team effort – parents, families and staff all need to do their part.

This document outlines what needs to be done before leaving home, details what students and staff will do at school, and explains how Teachwell will respond if we either suspect or confirm COVID-19 exposure. Please review these guidelines carefully.

### Our Commitment to Students and Families

Teachwell Academy will remain flexible to meet student needs. Special Education services will continue throughout the year regardless of learning format.

### This Is A Living Document

As additional information about COVID-19 or new public health guidance becomes available, we will update this plan and share the changes broadly.

### Privacy Statement

Schools are not allowed to release the names of individuals who are diagnosed with COVID-19 or any health-related illness.

### Face Coverings

Our plan includes the use of face coverings to prevent the spread of the air-borne virus. Acceptable face coverings must be non-offensive, fully cover the nose and mouth and must not have a one-way valve.

If you have any questions about our COVID-19 response, contact me at 605-367-7680 or [julie.large@teachwell.org](mailto:julie.large@teachwell.org).

A handwritten signature in black ink that reads "Julie Large". The signature is written in a cursive, flowing style.

# Daily Expectations

Starting Well and Staying Well requires all of us to take daily actions that reflect our commitment to keeping each other safe. Please take time to review these guidelines with your student and reinforce these expectations at home.

## For Students and Families

### Morning At-Home Pre-Screening

- Students should be screened for symptoms prior to leaving for school.
- Families should use the Daily Symptom Screening Checklist as a resource.
- Students that have symptoms must stay home until the symptoms are no longer present.

### Face Coverings – Teachwell Facilities

- Students are required to wear face coverings that cover both nose and mouth when within arm's length (roughly 3 feet) of another person throughout the entire building.
- All students will be provided with a clean mask at the start of each day.
- Students may bring their own clean protective equipment.

### Safety and Sanitation Procedures – Outside of Teachwell Facilities

- Students will wear face coverings during on-site job experiences.
- It will be the responsibility of Teachwell Success Coaches to ensure students are following worksite-specific guidelines for sanitation and safety.

### Face Coverings – Students with Medical Conditions or Disabilities

- Students with a medical condition, mental health condition or disability that makes it unreasonable for them to wear or remove a face covering should consider using alternatives to face coverings, including clear face shield or other equipment suggested by staff.
- In severe situations, some students may not be required to wear a face covering if agreed upon by the student, family, and staff.

## For Teachwell Staff

### Morning At-Home Pre-Screening

- Staff will self-screen for symptoms prior to leaving for school.
- Staff should use the Daily Symptom Screening Checklist as a resource.
- Staff that have symptoms must stay at home until the symptoms are no longer present.

### Staff Face Coverings

- Staff is required to wear a face covering that covers both nose and mouth when within 6 feet of another person throughout the entire building.

## Daily Symptom and Screening Checklist

Please complete the checklist every day before coming to school. If any of the are present, do not come to school and contact your healthcare provider. For your safety and the safety of others, anyone on campus that is symptomatic may be instructed to go home.

- |  |   |
|--|---|
| <input type="checkbox"/> Cared for or had close contact with a person who has tested positive for COVID-19 in the last 14 days | <input type="checkbox"/> Sore throat                  |
| <input type="checkbox"/> Fever above 100 or feeling feverish   | <input type="checkbox"/> Diarrhea                     |
| <input type="checkbox"/> Cough   | <input type="checkbox"/> Chills                       |
| <input type="checkbox"/> Shortness of breath   | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Unexplained muscle pain   | <input type="checkbox"/> Headache                     |
|  | <input type="checkbox"/> Loss or taste of smell       |

## The School Environment

### Social Distancing During In-Person Learning

- Teachwell Thrive, Project Search and Strive will resume in-person teaching utilizing individual desks and socially distanced tables.
- Desk clusters and paired seating is not allowed.
- Elementary students will eat lunch in classrooms with appropriate social distancing.
- Middle School and High School students will eat lunch during one of two designated lunch periods while observing social distancing guidelines.

### Sanitizing and Cleaning

- Staff will encourage and schedule healthy hand washing at key times. Elementary students will have diligent schedules.
- Hand sanitizing stations will be readily available and used often.
- At the end of each class, students will wipe down their desks and work area.
- Hard, high-touch surfaces will be periodically cleaned throughout the day by Teachwell staff.
- Any staff assisting in cleaning procedures will be fully outfitted in protective equipment.

### Bathrooms

- Bathrooms will be monitored and cleaned regularly.
- Only two people may be allowed at one time in a bathroom.

### Visitors and Guests

- We will significantly limit in-person visitors to our 715 E. 14th Ave campus.
- Face coverings that cover both the nose and mouth are required for any visitor for the duration of their visit.
- All visitors will be required to sign in and provide contact information for potential contact tracing.

# If Exposure to COVID-19 Occurs

Preventative measures are our best chance to limit exposure to COVID-19. Part of Starting Well and Staying Well is following strict protocols if a student or staff member shows symptoms while at school. The plan also includes procedures if a member of the Teachwell Family has tested positive for the virus.

## If Staff or Students Show Symptoms While at School

### On-Site Screening Procedures

- Students or staff experiencing symptoms will undergo screening using the Screening and Symptom Checklist, which will include checking for a fever with a contactless thermometer.
- When symptoms are present, the symptomatic individual and the person conducting the screening will wear personal protective equipment.

### On-Campus Isolation

- If a student is confirmed to have COVID-19 symptoms, the student will be isolated until a parent or guardian can take the student home.
- If Teachwell Staff must be involved in transportation of symptomatic students, both students and staff will wear personal protective equipment while in transit.

## If Staff or Students Have Close Contact to Someone Testing Positive for COVID-19

### Quarantine, Testing, Contact Tracing and Return to School Procedures

- Close contact is defined as anyone within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the infected person was isolated.
- Families must alert the Principal if a student has been in close contact with a presumptive positive or confirmed positive case.
- Anyone coming in close contact should quarantine for 10 days from the last date of contact with the individual.
- COVID-19 testing is recommended for individuals who come in close contact with an infected person.
- Next steps and contact tracing will occur in accordance with guidance from the South Dakota Department of Health.
- Students or staff members exposed to COVID-19 may return to school after presenting documentation of a negative COVID-19 test or when the individual has quarantined for 10 days and symptoms are not present.

## If a Student or Staff Member Tests Positive for COVID-19

### Quarantine, Testing, Contact Tracing and Return to School Procedures

- Families must notify the Principal if their child has tested positive for COVID-19.
- Anyone testing positive must isolate at home and not attend school for at least 10 days after symptoms begin and continue in isolation until a fever is no longer present for 24 hours.
- Families will receive a phone call from the South Dakota Department of Health to provide advice on next steps.
- Students and staff may return to school after recommended isolation time has ended and all symptoms are gone.

## Closure and Cleaning Procedures

### The Decision to Close and Re-Open School

- Teachwell Thrive, Project Search and Strive will operate normally according to our Starting Well and Staying Well guidelines until we receive a recommendation to close from a government agency or surrounding public schools close.
- In the event of a positive COVID-19 case, the school may temporarily close for 2 to 3 days to complete necessary cleaning.
- Deep cleaning will be completed under the discretion of the facility manager.

## Remote Learning

### Teachwell Transitions Programs Use of Remote Learning

- If necessary, Teachwell Thrive, Project Search and Strive will transition to remote learning if the staff and families believe it is appropriate for the student.
- Decisions related to remote learning will be documented in the student's individual education plan and meet due process guidelines.