



Reopening Guidebook

Table of Contents

Introduction	3
Purpose	3
Audience	3
Guiding Principles	3
Community Agreement	3
Our Six Safety Strategies	4
1. Face Coverings	4
2. Social Distancing	5
3. Hand Hygiene	6
4. Health Screenings	7
5. Cleaning and Disinfecting	7
6. Rapid Response Protocols	9
Our Facilities Strategy	10
1. Student Classrooms	10
2. Front Offices & Lobbies	10
3. Teacher Workrooms, Meeting Spaces, & Conference Rooms	11
4. Adult Restrooms	11
5. Student Restrooms	12
6. Hallways, Water Fountains, & Elevators	12
7. Shared Spaces – Pods & Specials Classes	13
8. Outdoor Spaces	13
9. HVAC System	13
Our Operating Strategy	14
1. Arrival	14
2. Dismissal	14
3. Lunch	14
4. Transitions	15
5. Student Restroom Breaks	15
6. Recess	15
7. Emergency Drills	15
Our Behavior Support, & Culture Strategy	16
1. Teach-And-Protect (TAP) Room	16
2. Response Team	16
3. Safe Place	16
4. Mask Enforcement	16
5. Support for Families in Quarantine	16

6. Parent Meetings	17
Exclusion from Campus	17
Criteria for School Closures	17
Vaccination Encouragement	18

Introduction

Purpose

The purpose of the Reopening Guidebook is to provide health and safety guidance and requirements that allow for a safe return to campus for in-person learning. The Reopening Guidebook provides guidance, protocols and processes in a centralized place on the key operational and safety aspects to allow the gradual opening for in-person learning during the 2021-22 school year. Many of these protocols and processes are non-negotiable and require strict compliance. Please know that this comes from our mandate to protect everyone in our care to the greatest degree we can -- health and safety are a top priority. Although primarily focused on safety and operations, the guidebook also provides information on academics, workforce management, and additional FAQs. We anticipate additional mandates from the state and federal government that could affect our planning. As information evolves, we will revise our guidance and share updates accordingly.

Audience

The primary audience for the Reopening Guidebook is the CWC Kansas City staff. Leadership teams will be trained with the guidebook and will, in turn, train every member of their teams. The guidebook can and should be reviewed by all CWC Kansas City staff, and this guidebook will also be shared with families.

Guiding Principles

The restart plans for the school year 2021-22 are grounded in the six guiding principles outlined below.

CWC Kansas City Guiding Principles	
We commit to:	
1.	Ensuring student, family and staff safety, guided by science and public health.
2.	Ensuring student, family and staff social and emotional well-being.
3.	Focusing on equity for all students, families and staff.
4.	Providing options for families to meet their needs.
5.	Maintaining the CWC instructional model.
6.	Phasing in our approach, with nimbleness to move between models quickly.

Community Agreement

The successful implementation of our health and safety planning is entirely dependent on every member of the community doing their part to follow the guidelines to prevent the spread of COVID-19 and requires the full participation of all staff members with fidelity.

Our Six Safety Strategies

CWC’s Six Safety Strategies outlined below were developed using Centers for Disease Control (CDC), state, and local guidance, and were also based on input from CWC Kansas City staff and families. The strategies listed are based on both their efficacy in terms of safety and feasibility of implementation and have been drawn from best practices around the country and world based on the best information known to date on the science of COVID-19.

This strategic framework will be used to align training, create clear and consistent communication to our staff and families on how we are working to maintain the health and safety of adults and children in our buildings, and allow for further development of implementation plans.

1. **Face Coverings** | All adults, students, and children aged two and older must wear a face covering (mask or cloth covering) inside of any CWC Kansas City building or during any school sponsored event.
2. **Physical Distancing** | Classrooms, hallways, lobbies, offices, path of travel, etc. will be reconfigured as best as practicable to accommodate physical distancing.
3. **Hand Hygiene** | All adults and students must use hand sanitizer before entering a CWC Kansas City building, classroom, office, and/or any other space. Additionally, students and staff will have specific times throughout the day to wash their hands with soap and water.
4. **Health Screenings and Temperature Checks** | All staff and students will be asked to self-screen for symptoms at home before arriving on campus. Students and staff will be screened as needed throughout the day and sent home for any COVID-19 like symptoms unless they have a doctor’s note with a different diagnosis (for example, seasonal allergies or asthma).
5. **Cleaning and Disinfecting** | All spaces will be cleaned regularly.
6. **Rapid Response Protocols** | If an adult or student is feeling sick, they are asked to stay home. All CWC staff and families will follow the protocols outlined in <<CWC Kansas City’s COVID-19 School Attendance Policy>> if a student and/or staff member has COVID-19 symptoms, tests positive for COVID, and/or has prolonged contact with someone who is confirmed to have the virus.

Symptomatic individuals (including staff) will be able to receive free, PCR COVID-19 testing by KC Care if they begin to demonstrate symptoms while at school.

1. Face Coverings

Face coverings, which include cloth coverings, disposable, and reusable masks, have been found to be the most effective strategy in reducing virus spread. While we know this will be a challenge for some students and adults, all individuals on a CWC Kansas City campus or in a CWC Kansas City building are required to wear a face covering inside throughout the day.

CWC Kansas City Protocols & Standards
<ul style="list-style-type: none">● Students and staff are required to wear a face covering while inside a CWC Kansas City campus or during a CWC sponsored event.● Students and staff need to wear a face covering throughout the day with few exceptions, which include:

- While eating and drinking if greater than three feet apart
- When a medical waiver is provided for anyone who has trouble breathing (i.e., asthma).
- Children younger than two years old
- Anyone who is in respiratory distress or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance (this could include students who receive special education services)
- For other activities which physically require the removal of the mask, exception activities will be very limited and must be approved by the Head of School and School Nurse in advance.
- While outside and socially distanced.
- All CWC Kansas City staff and students will receive CWC Kansas City cloth face masks (one for each day of the week that they are in the building).
 - Staff will be directly issued their face masks; students will be issued their face masks in their homeroom class by their classroom teacher.
 - Cloth face masks should be washed regularly by staff and families (daily is recommended).
 - If a cloth face mask is soiled, damaged or visibly contaminated, it should be replaced immediately.
 - Masks should never be stored in plastic (e.g., baggie, pencil box). Keep face masks stored in a paper bag when not in use.
- Staff members can also request face shields and other PPE from the School Nurse. School Nurse will work with the Director of Operations for procurement.
- Staff members can request formal ADA accommodations for mask exclusions by submitting a request and medical documentation to the School Nurse, and family members can request formal ADA accommodations by submitting a request and medical documentation to the School Nurse.
- Disposable masks will be available at each school for students, staff, parents/guardians, and visitors who forget to bring their face covering. These masks will be available at the building entrances and reception areas. If using a disposable face mask (not a cloth one), it must not be used for more than one day and should be placed in the trash after leaving campus at the end of the school or work day.
- A face shield will also be made available to any school staff members who request one. Because shields are not as effective as masks, which fully cover the mouth and face, if a staff member opts to use a face shield, it must be used in addition to a mask. The only times when a face shield can be worn alone is during rare instances when someone's mouth needs to be accessed (e.g., eating).
- Resources on how to properly wear a face covering can be found by clicking this [video](#) and [web](#) resource. You can also reference our [<<CWC Staff Mask Policy>>](#).

2. Social Distancing

The goal of [physical distancing](#) is to limit close face-to-face contact with others by keeping adults and children as reasonably apart as possible. Social distancing spaces include any interior or exterior space that children and/or adults utilize throughout the school day (i.e., classrooms, offices, recess spaces, parking lots, etc.). When possible, the rule of thumb is to keep people at least two adult arm lengths apart.

CWC Kansas City Protocols & Standards

General

- There will be situations which do not allow for physical distancing. When this occurs, we must be even more vigilant that the other safety protocols are being followed.
- Common spaces adhere to best practice physical distancing guidelines (at least 3 feet of distance wherever practicable, but particularly in situations with interactions lasting longer than 15 minutes).
- Entry to/Exit from School Campus adheres to best practice physical distancing guidelines (at least 3 feet of distance wherever practicable, but particularly in situations with interactions lasting longer than 15 minutes).

Refer to the Facilities Section for details.

- Classrooms will adhere to best practice physical distancing guidelines, within the framework of our exploratory learning model. We are modifying furniture layouts in our classrooms and other indoor spaces so that students and staff can better maintain physical distancing during teaching and learning.

3. Hand Hygiene

[Hand washing](#) with soap and water and hand sanitizing with alcohol-based hand sanitizer is a simple, but effective, part of the overall safety plan. Although CWC Kansas City will ensure hand sanitizer is conveniently located throughout the buildings, we welcome staff and students to bring their own pocket-sized hand sanitizer with at least 60% alcohol.

CWC Kansas City Protocols & Standards

Hand Hygiene Protocols

- Hand sanitizer will be located throughout every CWC Kansas City building.
- Every adult and student must sanitize their hands when entering a new room or space and periodically during the school day.
- Students should wash their hands with soap and water multiple times per day (i.e., after using the restroom, before and after lunch, after recess, etc.). Student schedules will accommodate this step.
- Proper hand washing is to scrub hands for 20 seconds with soap and water (hum the Happy Birthday Song from beginning to end, twice). Signs have been placed in restrooms as reminders.

Covering Coughs and Sneezes

- Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash, and hands should be washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

4. Health Screenings and Temperature Checks

Although having a fever (defined as a temperature equal to or greater than 100.4 degrees) can be a symptom of COVID-19, a fever does NOT always mean that a person has COVID-19. However, because safety is one of our six guiding principles, all staff and students will complete daily health screenings.

CWC Kansas City Protocols & Standards

- All staff will complete daily at-home health screenings as a preventative measure to symptom-screen. Parents/guardians will be encouraged to do the same for their children before sending them to school using the [Daily Health Self-Screen Checklist](#).
- If a CWC Kansas City **staff member's** temperature is greater than or equal to 100.4 degrees, their temperature will be rechecked on the spot by the School Nurse.
 - If the temperature is still greater than or equal to 100.4 degrees, the staff member will be sent home (and follow the steps outlined in the HR section).
 - If the temperature is less than 100.4 degrees, the staff member can go to work as normal.
- If a **parent/guardian or visitor's** temperature is at or above 100.4 degrees, their temperature will be rechecked on the spot:
 - If the temperature is still 100.4 degrees or greater, they will not be allowed into the building or, if already in the building (lobby), they will be asked to exit.
 - If the temperature is less than 100.4 degrees, the person can proceed as planned.
- Students will be monitored closely for any symptoms that could be related to COVID-19 throughout the day including temperature checks as needed, confirmed by the School Nurse. If a student is feeling sick, they will be monitored until a parent/guardian can pick them up and take them home.

Note: Guidelines are outlined for the isolation room in the Facilities section.

5. Cleaning and Disinfecting

Routine cleaning and disinfecting is important to maintaining a safe environment for students and staff. Cleaning removes dirt and germs and is usually done with soap and water, whereas disinfecting kills most germs. We will follow CDC standards for cleaning and disinfecting on all campuses, and we have designed our daily and weekly schedules to allow for additional time and cleaning between different groups of students. We are prepared to do **enhanced cleaning** and any additional rapid response **deep cleaning** in the event of any suspected or confirmed case of exposure.

CWC Kansas City Protocols & Standards

Enhanced Cleaning

- Enhanced Cleaning will take place every day and be facilitated by the school's custodial provider.
- This will involve the use of chemicals approved by the CDC & EPA to safely clean and sanitize all rooms/spaces and high touch surfaces.
- Custodial staff will wear gloves when cleaning, disinfecting, and taking out the trash.
- Custodial staff will disinfect door knobs, buttons, handles, water fountains, main office desk, and

other high-touch surfaces at least three times daily.

Daily Cleaning and Disinfecting Plan Summary

- Disinfect all high-touch surfaces (i.e., door handles on the outside of classrooms/offices/teacher workrooms, stairway railings, elevator buttons, light switches, push bars, soap/sanitizer dispensers, etc.) in high-traffic areas (i.e., lobby, hallways, restrooms etc.) at least three times daily (once in the morning, once in the afternoon during lunch and once at the end of the day).
- Disinfect and clean up areas and equipment utilized to collect nutrition and lunch trash twice daily.
- Disinfect and wipe down surfaces in all student/adult restrooms twice daily.
- Disinfect teacher work rooms and lobbies twice daily.
- Disinfect elevators twice daily.

Nightly Cleaning and Disinfecting Plan Summary

- Disinfect all classrooms, offices, lobbies, nurse's station/clinic, and high-touch surfaces.
- Disinfect and clean restrooms.
- Disinfect staircase rails.
- Fog and/or use an electrostatic sprayer, as needed.

Classroom Cleaning

- Teachers and students will play a role in disinfecting high-touch areas in their classrooms. Each classroom will be equipped with a cleaning supply kit, which will include disinfecting wipes, spray disinfectant, and disposable towels. Other items like hand sanitizer, tissues, and extra face coverings will also be included.
- Teachers will institute disinfectant procedures twice per day.
- Teachers provide no more than one disinfectant wipe per student.
 - Students wipe down desks and any personal materials.
 - Teacher wipes down commonly used surfaces (door knob, light switch, teacher's desk, etc)
- In addition to janitorial teams cleaning and disinfecting classrooms every night, the Custodial Team will employ electrostatic disinfectant sprayers inside every classroom twice weekly on the nights in-between the cohort switch (between Tuesday night and Thursday morning; and between Friday night and Monday morning).

Cleaning Personal Spaces

- Staff are responsible for using disinfectant wipes to clean personal work spaces (desks, phones, computer keyboards, etc). CWC Kansas City will provide disinfectant wipes.

Shared Objects & Spaces

- Have students store belongings in individually labeled cubbies, containers, or specified areas.

Personal Protective Equipment (PPE)

- CWC Kansas City will provide staff PPE as follows: Five reusable cloth face masks for everyday use. Standard, disposable (one-time use) surgical masks may be used in limited quantities if someone forgets their facemask or it's soiled during the day. Very limited supplies of K95 masks (similar to N95) masks may be used by staff when the school nurse determines it's needed for appropriate, added protection (for example, while interacting with a symptomatic individual or a student who is unable to wear a face mask and has a doctor's note).

- Latex free gloves will be provided on an as needed basis, however frequent hand washing is preferred unless coming into contact with bodily fluids.
- Disposable gowns will be provided on a limited, as needed basis when the school nurse determines additional protection is needed.
- PPE will be stored: A limited supply of surgical masks and gloves will be provided for each classroom for either student/staff who need them. All other PPE will be stored in the health office and made available upon request.
- If additional is needed: Please request from the school nurse who will coordinate supply and inventory with the Director of Operations.

6. Rapid Response Protocols

Rapid Response Protocols (RRPs) are the specific steps that must be followed if a student at CWC Kansas City develops COVID-19 symptoms, tests positive for COVID-19, or comes into direct contact with an individual who tests positive for COVID-19. As with all health information, this information is treated as confidential. Families and staff must stay in constant contact with their school.

CWC Kansas City Protocols & Standards

(a) Student tests positive for COVID-19

- If a student tests positive for COVID-19, the parent/guardian must contact the school immediately and keep the child at home. The student can return only when all three conditions are met:
 - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
 - The student has improvement in symptoms (i.e., cough, shortness of breath); **AND**
 - At least ten days have passed since symptoms first appeared.

(b) Student has COVID-19 symptoms off-campus

If a student has one or more symptoms as outlined in the [Daily Health Self-Screen Checklist](#), **AND** has not been evaluated by a medical professional or tested for COVID-19, such a student is assumed to have COVID-19, the student may not return to the campus until all three of these conditions are met:

- At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
- The student has improvement in symptoms (i.e., cough, shortness of breath); **AND**
- At least ten days have passed since symptoms first appeared.

If a student has COVID-19 symptoms and wants to continue to come to school without completing the steps above, the student must either:

- Obtain a medical professional's note clearing the student for return based on an alternative diagnosis; **OR**
- Obtain an acute infection test from an approved testing location that comes back negative for COVID-19. Please contact the school nurse for assistance in finding testing locations.

(c) Student has COVID symptoms on campus

- Schools must immediately notify the school nurse and separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

- The custodial team will clean the areas used by the student who showed COVID-19 symptoms while at school as soon as possible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19. If a temperature of 100.4 degrees or higher, the student is isolated in the Health Office and the parent/guardian is immediately called.

Updated guidance on contact tracing:

- Per CDC recommendations, in the K–12 indoor classroom setting, the close contact definition **excludes** students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.
- This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

Contact Tracing: is the process of working with an individual who has been diagnosed with COVID-19 (cases) to identify and provide support to individuals (contacts) who may have been infected through exposure to this individual. This process prevents further transmission of the virus by separating individuals who have (or may have) COVID-19 from people who do not.

Close contact: outside of the K-12 setting is currently defined as anyone who was within six feet of an infected person for at least 15 minutes. An infected person can spread COVID-19 starting 48 hours (or two days) before the person had any symptoms or tested positive for COVID-19. This definition is aligned to CDC and may evolve as we learn more about COVID-19.

Our Facilities Strategy

Specific protocols will be in place for different areas of our facilities, both the Primary Campus & the Middle School Campus.

1. Student Classrooms

CWC Kansas City Standards
<ul style="list-style-type: none"> ● Arrange seating in classroom so that students are 3-6 ft apart. ● Assign consistent seating arrangements for students <ul style="list-style-type: none"> ○ Students should sit at the same assigned table, in the same location, each day they are in school

2. Front Offices & Lobbies

CWC Kansas City Standards

Reception Desk and Lobby

- The school’s reception desk is behind a plexiglass barrier.
- Parents/guardians must utilize phone, email, and/or other forms of communication as the only adults allowed on site will be staff members directly supporting students.
- Parents/guardians must utilize website, mailed checks, or phone methods of payment.
- Staff must limit the number of guests in the building at any given time and ensure 6 feet physical distancing between all visitors. Visitors will be discouraged wherever possible, vendor visits will be minimized and must be pre-approved by the Director of Operations or the Operations Manager, and parents will be asked to not come into the buildings.
- Floor decals will be installed in front of the doors to indicate where individuals will stand in line
- Signage has been posted reminding visitors to follow our safety rules and guidelines.

Deliveries

- Any package deliveries must be left in a designated area and not brought past the lobby by the delivery driver.

3. Teacher Workrooms, Meeting Spaces, & Conference Rooms

CWC Kansas City Expectations

Teacher Workrooms

- Staff must maintain physical distancing requirements including maintaining 6 feet of personal space and wearing masks.
- Meals should not be eaten in small workspaces; staff should maintain CDC required distancing while eating.
- Staff must wash hands thoroughly for at least 20 seconds with soap and water before and after each meal.
- Staff should not share food and utensils with others.
- Dishes, Tupperware, etc. may not be left in the sink
- Teacher work rooms are stocked with hand sanitizer and disinfectant or cleanser.
- Signage will also be posted reminding staff to follow our safety rules and guidelines.

Meeting Spaces and Conference Rooms

- CWCKC will continue to follow the CDC recommendations on hosting parent gatherings, large student gatherings, professional development, staff meetings.

4. Adult Restrooms

CWC Kansas City Standards

Staff Restrooms

- Staff will use single occupancy restrooms

- Restroom is fully stocked with essentials (disinfectant spray/paper towels/wipes/soap/hand sanitizer) 100% of the time; if any staff member notices an item is missing from the restroom or the restroom is in need of immediate attention, he/she must contact the Operations Manager.
- School janitorial team will clean the restroom at least three times per day
- Staff are required to wear a face mask while in the restroom
- Staff must wash their hands with soap and warm water for at least 20 seconds before exiting the restroom

5. Student Restrooms

CWC Kansas City Standards

- Teachers will schedule, stagger, and monitor restroom use to maintain 6 feet distancing in the hallway and avoid mixing of student cohorts
- Classroom cohorts will take restroom breaks together and are scheduled so only one classroom is in a restroom at a time. The teacher monitors physical distancing around and within the restroom and students will stand in line outside of the restroom to ensure restroom is not over capacity
- Before leaving the restroom, students must wash hands with soap and water. Signage in the bathroom will remind everyone to wash their hands for 20 seconds (refer to Daily Systems - Bathroom section).
- Every restroom has a handwashing sign posted near sinks that is visible to students
- When returning to their classroom, students will use hand sanitizer
- Custodial staff will disinfect 3 times per day

6. Hallways, Water Fountains, & Elevators

CWC Kansas City Standards

Hallways/Stairways

- Transition times (recess and restrooms) will be scheduled and staggered.
- Decals and tape will be installed on the floor/sidewalks to remind individuals to stay a safe distance apart when walking and during transitions.
- Keep doors to the hallway open as much as possible.
- Signage will be posted reminding students and staff to follow our safety rules and guidelines.

Water Fountains

- To help limit the use of water fountains/coolers, students and staff are encouraged to bring a full reusable water bottle each day. Each student will be given 1 reusable water bottle via their homeroom teachers. Teachers are encouraged to label or have the students label them.
- Classrooms will have disposable cups that teachers can have available for students to use if they do not have their refillable water bottle.
- When using water fountains/coolers:
 - Only use the fountain to fill a cup or bottle; no drinking directly from the water fountain.

- Signage will be posted on water fountains that says “Do not drink directly from the water fountain, please use a water bottle or cup.”
- Custodial team will disinfect the fountain 3 times a day.
- Students should use hand sanitizer before and after using the water fountain.
- Students will be allowed to refill water bottles 2 times per day.

Elevators

- Maximum of one student and one accompanying adult per elevator ride; both individuals must wear a face covering.
- Elevators are reserved for students and staff with a medical condition that prohibits them from taking the stairs.

7. Shared Spaces – Pods & Specials Classes

CWC Kansas City Expectations

Pods

- Pods will either be utilized by 1:1 staff:student or in very small, socially-distanced groups.
- Disinfecting supplies will be provided in each pod.

8. Outdoor Spaces

CWC Kansas City Expectations

Playground

- The playground may be utilized as a temporary instructional space, utilized pursuant to all physical distancing and PPE policies
 - Inclement weather protocols will be followed for excessive heat/cold, or rain.
 - All tent structures (if any erected) should be weighed down and secured to ensure safety of staff and students.
- Signage will be posted reminding students and staff to follow our safety rules and guidelines.
- Teachers and school staff will need to monitor that students are abiding by physical distancing norms during recess.
- Games which allow physical distancing in between students can be played (i.e., kicking the soccer ball back and forth).
- Sidewalk decals/paint will be used to show the distancing required when lining up to go back into the building.

9. HVAC System

CWC Kansas City Standards

- We have increased the quality of air filters that are used in our buildings to the type of filters used in hospitals. These filters will help reduce the airborne load of any infectious particles.

- We have also increased the frequency that our filters will be changed. This allows for better filtration, increases the amount of air changes in each of our spaces, and helps reduce the amount of contaminants in the buildings.

Our Operating Strategy

1. Arrival

CWC Kansas City Standards

- Arrival can begin 15 minutes before the school day starts (7:45 am for an 8:00 am start).
- Car dropoff will be supported via Central Ave. drive-through only. Students will exit their car and enter the building through the east doors.
- Late arrivals will head directly to the Broadway door, then directly to their classroom. Breakfast will not be available after 8:15 am.
- All students will be expected to arrive no later than 8:00 am. If arriving after 8:15 am, students will be delayed arriving in class and will disrupt the classroom routine.

2. Dismissal

CWC Kansas City Standards

- Students will be dismissed at the end of the school day (3:15 pm). Due to the logistics of release in a social distancing environment, we will not be able to honor requests for non-emergency early releases made within one hour of regular dismissal (between 2:15p-3:15p) unless prior arrangements are made.
- Regular dismissal processes and routines will be employed; students can be dismissed via the back door (for carpool, again strongly encouraged) or the front door (direct to a parent/guardian).
- After-care and dinner service are available.
- All students must be picked up by 3:30. Students not picked up by 3:30pm will relocate - to an empty classroom where they will sit individually. Late pickup process of notifying parent/guardian/emergency contacts/children's services will begin at 3:30pm and move quickly.

3. Lunch

CWC Kansas City Standards

- Lunch will be served in the cafeteria. Classrooms will have staggered lunch times 11:00; 11:05, etc. Students will be distanced in the cafeteria and asked to stay masked except while eating.
- 3rd and 4th grade classrooms will be served in the classroom to accommodate 3 feet social distancing.

4. Transitions

CWC Kansas City Standards

- Please reference “Facilities Strategy #6: Hallways, Water Fountains, & Elevators” above.

5. Student Restroom Breaks

CWC Kansas City Standards

- Please reference “Facilities Strategy #5: Student Restrooms” above.

6. Recess

CWC Kansas City Standards

- Recess will be scheduled twice per day for kindergarten and 1st grade and once a day for 2-5, weather and schedules permitting, with 2 classes outside at a time.
- At least two staff members will support each recess and remain socially distanced from each other.
- Please reference “Facilities Strategy #9: Outdoor Spaces” above.

7. Emergency Drills

CWC Kansas City Standards

Actual Emergencies

- In a real emergency, the most urgent threat takes priority. In an actual emergency, the most imminent concern is to get to safety; maintaining physical distancing may not be possible and should not be the first priority.

Emergency Drills

- The school will resume monthly drills when students return to the building.
- Drills will be practiced with all students so that all teachers and students receive instruction and practice.

Fire Drills

- Fire Drills will be practiced on a regular schedule and according to existing school policy.

Lockdown Drills

- Lockdown drills will be practiced on a regular schedule.
- Maintain physical distancing during these drills
- No evacuation following these lockdown drills until further notice
- All students must sanitize their hands after the drill

Behavior Support & Culture Strategy

1. Teach-And-Protect (TAP) Room

- The Teach and Protect Room will be available for scheduled check-ins included in a student's behavior plan. Any students needing a break will use the Safe Place in the classroom. Students needing assistance beyond what a teacher can provide will be supported by a member of the administrative team either in the classroom or in the hallway.
- TAP room check ins are limited to 5 minutes.
- As much as possible, students needing de-escalation will return to class within 15 minutes.
- No students can be sent to the TAP room without prior approval from Johanna Chambers or Ashley Huggans. This applies to Administrative staff who are working with a student.

2. Administrative Behavior Support

- Student interventions will happen in the classroom or in the hallway as much as possible.
- The goal is always for the student to return to class. Extreme behaviors such as physical aggression (hitting, kicking, throwing objects) may warrant time in the TAP room for de-escalation, however students will return to class once they are regulated.
- Administrative team members will assist students and teachers with a repair/reintegration plan when appropriate.

3. Safe Place

- Teachers will explicitly teach, practice, and support students on appropriate use of the Safe Place.
- Students will wipe the desk with a disinfecting wipe after using Safe Place.

4. Mask Enforcement

- We will positively reinforce mask wearing expectations throughout the day using visuals, videos, songs, and other messaging that reinforces that masks keep the school community safe.
- Teachers will be trained to respond to a student not wearing their mask appropriately in ways that are aligned with Conscious Discipline, Restorative Practices, and Trauma Informed Practices.
- Consequences will be given that are aligned with the above-mentioned practices.

5. Support for Families in Quarantine

- Students who must quarantine will be referred to the Student Support Team to connect families to resources as needed.

6. Parent/Caregiver Meetings

- All parent/caregiver meetings will be held online or outside, weather permitting.

Exclusion from Campus

Our [Citizens of the World Kansas City COVID-19 School Attendance Policy](#) is based upon current CDC guidance and is necessary to protect the health and safety of all individuals of the school community. There is no individual discretion that can be applied by staff in determining whether an individual is excluded. Decisions will ultimately be made by the school nurse in collaboration with the Executive Leadership Team and the local health department.

- If a parent drops off a student prior to quarantine ending, the child will immediately be escorted to the Health Office and monitored until there is a guardian or parent who can pick them up.
- If a student or staff member exhibits symptoms suspicious for COVID-19, they will be isolated in the Health Office and assessed by the school nurse.
- While waiting for a guardian to pick them up from school, the student/staff member will be visually observed by the school nurse or designated and trained staff member.

Criteria for School Closures

CWC Kansas City will follow CDC and local health department recommendations regarding the need for school or classroom level closures.

Note: If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). Schools must close off areas that are heavily used by the individual with the lab-confirmed case, whether student, teacher, or staff, until the non-porous surfaces in those areas can be disinfected, unless more than three days have already passed since that person was on campus. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities.

CWCKC Vaccination Support

Throughout the pandemic, CWCKC has been proactive in providing up-to-date resources and information about the ongoing COVID-19 outbreak to both staff and CWCKC families. Before returning to in-person school, staff received weekly briefings during staff meetings and follow-up emails with peer reviewed articles and the latest CDC recommendations.

Staff were also able to submit questions regarding vaccines and mitigation strategies in an FAQ document with links to the CDC, National Institute of Health, and other peer reviewed, public health sources. In addition, we brought in two pediatric infectious disease doctors from Children's Mercy to answer questions from staff relating to the vaccine and in-person school. Through our partnership with KC Care, our staff were able to receive vaccinations at a convenient location during school hours to ensure they had access as soon as the vaccines were available.

For our CWCKC families, information regarding local spread of COVID-19 was shared weekly on social media. Presentations about the vaccines from community partners including CMH in both Spanish and English were shared widely via email and social media. A survey asking for interest in a school hosted vaccine clinic (in partnership with KC Care or Kansas City Health Department) for students and family members 12+ was also shared to determine next steps in providing vaccines to our community.