

McFarland School District COVID-19 Required Policies and Procedures



This document is current as of the date in the header. It will be updated according to changes in PHMDC, DHS, CDC and/or DPI requirements and guidance.

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Personal Hygiene Procedure

The McFarland School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, all District employees, regardless of position or authority, must comply with the following personal hygiene policy:

- All employees are required to wash their hands frequently with soap and warm water, as outlined below.
- All employees shall follow proper cough and sneeze etiquette, as outlined below.

Hand Washing/Hand Sanitizing Procedure

Employees must wash their hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer. Employees should consider washing their hands:

- At the beginning of each work day
- Between classes
- When switching tasks
- Before and after using shared equipment (e.g., copiers, computers, etc.)
- After using the restroom
- After removing gloves (i.e. when assisting with student restroom needs, or when working in the food service areas)
- After touching their mask
- Before and after breaks
- After sneezing, coughing, or blowing nose
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the supervisor know when hand washing supplies or hand sanitizer run low.

Cough and Sneeze Etiquette

The District will provide tissues for District employees, if feasible. To help stop the spread of germs employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If no tissues are available, cough or sneeze into elbow, not hand
- Wash hands after coughing or sneezing
- If coughing or sneezing becomes frequent and/or disruptive, employee must leave and be evaluated by a healthcare provider to rule out COVID-19

Face Coverings

- District will provide face coverings for staff, including a mask/face shield as required for the employee's role
- Staff members should change face coverings daily, and if soiled/soaked through/damaged

Employees are responsible for contacting their supervisor when additional face coverings are needed.

Facility Cleaning Procedure

The McFarland School District is fully committed to safeguarding the health and safety of all employees, students and visitors. For this reason, effective immediately, all District employees, regardless of position or authority, must comply with the following facility cleaning policy.

For District employees whose job duties include cleaning District buildings, the District will continue to provide specific training to address the cleaning protocols and frequency of cleaning in the District buildings. This training will include the proper use of cleaning supplies and safety concerns of the products used. Such persons will also receive training to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the District.

The District also will establish a cleaning schedule for the District's buildings and will communicate that schedule to all employees.

The District has identified a person in charge for facility cleaning who will strive to ensure:

- All employees understand facility cleaning and hygiene procedures
- The cleaning frequency of the facility is increased, including the restrooms, health offices, and isolation areas
- High-touch surfaces are cleaned at least once a day
- Only EPA approved cleaning solutions effective against COVID-19 are used
- Ensure handwashing sinks in break rooms and restrooms are stocked with soap and single-use towels
- The District will provide hand sanitizer for employee use throughout the District.
- Where possible, provide sanitizing wipes to employees for wiping baskets, door handles, and other frequently touched areas..

All employees are responsible for:

- Replenishing or letting their supervisor know when cleaning supplies are low
- Performing cleaning as scheduled
- Using proper cleaning supplies

In response to any case of COVID-19 in the school, all rooms/areas that the case(s) visited will be thoroughly cleaned and disinfected using the following Department of Health Services (DHS) guidelines:

- Clean all the areas visited by the case(s), such as school buses, classrooms, bathrooms, offices, and common areas.
- Start with areas of a lower likelihood of contamination, moving to areas with highly contaminated surfaces (for example, frequently handled items). This includes cleaning rooms of non-affected areas of the school before rooms where the case(s) were present.
- Focus on objects that are frequently touched, such as doorknobs, light switches, bathroom sink and flush handles, desks, chairs, lockers, and playground structures.

In response to a school outbreak, the District will increase the frequency of cleaning in the entire facility, including bathrooms and common areas. This enhanced cleaning schedule will continue until the outbreak is over.

Positive Case Response Plan

In the event that a student and/or a staff member has a confirmed case of COVID-19, the District will take the following steps:

If a staff member contracts COVID-19:

- Any employee who tests positive must notify their supervisor, District Nurse, or the District Office, within 24 hours, as the District is required to notify PHMDC of all positive employee cases so the contact tracing team may respond as quickly as possible.
- PHMDC is notified of all positive cases in the county. They may or may not notify our health staff. In the event of a positive case, the health services department at MSD has been tasked, by public health, to do all contact tracing for any positive case involving classes and/or activities in the district.
- The affected staff member may work remotely with the approval of the direct supervisor if the District determines that the staff member's position can be performed remotely. The staff member may choose to take, and/or may be required to take leave. Such leave may include sick leave, FMLA leave, and/or other District-approved leave for which they are eligible. The staff member may not return to work on-site unless and until they have been isolated for ten days since their symptoms started, and they have been fever free and with improving symptoms for 24 hours without the use of medications.
- Communication to staff will include the following: Notification from the Director of Student Services, Building Administrator, and/or District Nurse of a confirmed case, and any subsequent health protocol responses that may be required and/or recommended, including access to COVID-19 testing. Any such communication, including all written and verbal communication, will comply with confidentiality requirements outlined in State Statutes, HIPAA laws, and Board policy.
- Communication to families will include the following: District Nurse and Building Administrator will send an Infinite Campus message to the students, families and employees who may be affected, indicating that a staff member has been diagnosed with a positive case of COVID-19, and is under the supervision of PHMDC. The message will include that PHMDC will contact individuals who may have come into close contact with the affected staff member. The message will also include recommendations for self-monitoring symptoms at home, contacting one's healthcare provider, and options for COVID-19 testing. Any such communication, including all written and verbal communication, will comply with confidentiality requirements outlined in State statute, HIPAA laws, and Board policy.

If a student contracts COVID-19:

- The affected student will be excluded from attending school and any co-curricular activities in-person, and may receive instruction asynchronously. The District will follow its policies and procedures for providing educational services to a student who is unable to attend school due to a medical condition. The student may not return to school unless and until they have been isolated for ten days since their symptoms started, and they have been fever free and with improving symptoms for 24 hours without the use of medications (whichever is the latest date).
- PHMDC is notified of all positive cases in the county. They may or may not notify our health staff. In the event of a positive case, the health services department at MSD has been tasked, by PHMDC, to do all contact tracing for any positive case involving a student who is in-person for classes and/or activities in the district. This includes any cases that occur outside of school activities.

- Communication to staff will include the following: Notification from the Director of Student Services, Building Administrator and/or District Nurse of a confirmed case, and any subsequent health protocol responses that may be required and/or recommended, including access to COVID-19 testing. Any such communication, including all written and verbal communication, will comply with confidentiality requirements outlined in State Statutes, HIPAA laws, and Board policy.
- Communication to families will include the following: Notification from the District Nurse and the Building Administrator to any affected students and employees the student may have exposed, that a student in the school has been diagnosed with a positive case of COVID-19. This communication will be similar in format to Influenza and/or Strep Throat warnings. Families will be advised that PHMDC or McFarland's Health Services Department may be in contact with them for contact tracing if the affected individual may have been in close contact with their child. The message will also include recommendations for self-monitoring symptoms at home, contacting one's healthcare provider, and options for COVID-19 testing. Any such communication, including all written and verbal communication, will comply with confidentiality requirements outlined in State Statute, HIPAA laws, and Board policy.
- The Director of Student Services will send out a general notification email to all District families informing them of positive cases when they occur which will include the building of the positive case, the last date of attendance of the positive case, and the date of the positive case.

School Closure

In the event schools are closed by order of the McFarland School Board, Public Health Madison & Dane County, and/or Wisconsin Department of Health Services (DHS), the District will take the following steps:

- Any announcement of school closing will be made by the District Administration and communicated to all school staff via the District email system, to all school families via Infinite Campus Messenger, posted on the District website, and sent to local news media outlets.
- In the event that schools close for in-person pupil instruction and extra-curricular activities, the District will provide distance learning for all students.
- Distance learning will include both asynchronous and synchronous instruction.
- Students with Individualized Education Program will continue to receive services as determined by the District's Student Services Department and IEP team, and may be eligible for compensatory or additional services.
- The District will use these [reverse metrics](#) to determine if a classroom, building or the entire District needs to move back Steps.

Employee Illness and Health Reporting

The McFarland School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, all District employees, regardless of position or authority, must comply with the following Employee Illness and Health Reporting procedures. Employees demonstrate agreement to follow these procedures by continuing their employment with the District.

- All employees will self-monitor for symptoms of illness prior to work arrival, regardless of vaccination status and will take reasonable steps to avoid interacting with individuals who have tested positive for COVID-19. These symptoms include:
 - Fever (100°F or higher) or chills (uncontrollable and sustained)
 - New or Worsening:
 - Cough*
 - Shortness of breath or difficulty breathing*
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell*
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - **Indicates that this is a standalone symptom that requires medical evaluation for COVID-19*
- Employees who have any symptoms of fever (100°F or higher) OR respiratory illness will not be allowed to work on-site, as reinforced by the employee illness reporting agreement for COVID-19. Employees may be able to work from home with the approval of their supervisor.
- The direct supervisor will determine whether an employee appears to have symptoms that necessitate that employee being sent home from work.
- Employees living in a household where a family member(s) or another close contact tested positive for COVID-19 will not be allowed to work on-site for at least 14 days plus 24 hours without fever and with improving symptoms unless fully vaccinated. The employee(s) may be able to work from home with approval of their direct supervisor. Staff should work with their direct supervisor to determine the length of their quarantine period if it's needed.
- Employees living in a household where a family member(s) is being tested for COVID-19 (due to potential exposure or illness) will not be allowed to work on-site until receiving a negative test result unless fully vaccinated.
- Employees who are not allowed to work on-site under this procedure, and who are also not able to work remotely, may take paid time off using accrued sick leave. These employees may also be eligible for FMLA-approved leave, depending on the circumstances.
- School staff are not considered exposed when interacting with positive cases if they are vaccinated, but should continue to monitor for symptoms up to 14 days after exposure.
- School-based health staff are generally not considered exposed when interacting with positive cases if they are vaccinated or if they are wearing proper PPE as outlined by the CDC for healthcare workers. Proper PPE for health staff when working with students or staff who are suspected to have COVID-19 symptoms include: gown

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(non-permeable to the greatest extent available), gloves, surgical non-permeable face mask, and a face shield or eye protection.

- Eye protection includes any eye covering that has shielded sides, top, and bottom, and does not include regular eye glasses or safety glasses, unless they are shielded all the way around.

Health Reporting Procedure

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Employees are required to self-monitor daily for these COVID-19 symptoms

- Fever (100°F or higher) or chills (uncontrollable and sustained)
- New or Worsening:
 - Cough*
 - Shortness of breath or difficulty breathing*
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell*
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - **Indicates that this is a standalone symptom that requires medical evaluation for COVID-19*

Employees with these symptoms should not report to work, and should consult their health care provider for clearance to return to work.

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees must inform the Building Principal or Direct Supervisor if they are diagnosed with COVID-19:

- by a positive lab test,
- OR
- diagnosis from a health care provider (without lab testing)

Employees must also inform the Building Principal or Direct Supervisor COVID-19 of exposures:

- Living with a person that has been diagnosed with COVID-19,
- OR
- Having close contact with a person that has been diagnosed with COVID-19
- OR
- Living with a person who is being tested for COVID-19 due to exposure or illness

By continuing their employment with the District, employees agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to their Supervisor or District Administration/designee
3. Follow the exclusions and/or restrictions that may be required of me.

Work Rules for Employees Who Are Ill

All Supervisors must help prevent the spread of COVID-19 by teaching new hires and all current employees the importance of not working when sick.

Exclusions and Restrictions

An employee is not allowed to work in the District under the following circumstances:

	What should the employee do?	When can the employee return to work?
If you have been diagnosed and are symptomatic	<ul style="list-style-type: none"> • If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. • Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). • Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. • Monitor your symptoms and call your healthcare provider if symptoms worsen. 	<p>Stay home and avoid others until you have been:</p> <ul style="list-style-type: none"> • 24 hours without a fever (without fever-reducing medicine), • Your symptoms are improving • AND it has been 10 days since the first day you had symptoms. <p>Employees may return to work on-site after completing the isolation period required by building administration in conjunction with District Health Staff.</p>
If you have a positive COVID-19 viral test and are asymptomatic	Monitor your health for fever, cough, and shortness of breath for 10 days.	<p>Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until:</p> <ul style="list-style-type: none"> • At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed COVID-19 Symptoms. <p>NOTE: Patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>
If you may have been exposed to a person with COVID-19 but are not sick	<p>Monitor your health for any COVID-19 symptoms, especially fever, cough, and shortness of breath for 14 days after your last contact with the sick person.</p> <p>NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with</p>	<p>If vaccinated, staff may be able to return to work--this will be determined by the Building Administrator in conjunction with the District nurse;</p> <p>If not vaccinated, stay home; do not go to work. Avoid public places for 7-14 days. Follow quarantine procedures.</p> <p>NOTE: Patients who develop COVID-19</p>

	your employer. Exposure notification may come from PHMDC or healthcare provider.	symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).
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Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed. Employees who have tested positive for COVID-19 within the three months prior to being a close contact of a positive case may not need to quarantine again - this will be determined by the Building Administrator/Department Director in conjunction with the District Nurse.

Work Rules for Employees Who Are Fully Vaccinated

The McFarland School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, the District enacts the following policy applicable to all employees, regardless of position or authority:

Employees shall:

- **NOT report to work if you are ill** as previously defined in the ***Health Reporting Procedure***. Follow District procedures for absence from work due to illness, and contact your healthcare provider.
- **Inform their supervisor if they were exposed** to a positive case or a person in your household is currently being tested for COVID-19 due to exposure/illness. The employee(s) may be able to work from home with approval of their direct supervisor. Staff should work with their direct supervisor to determine the length of their quarantine period if it's needed.
- Follow the District's face covering expectations
- Maintain physical distancing from others when possible

Protective Measures Procedure

The McFarland School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, the District enacts the following policy applicable to all employees, regardless of position or authority:

Employees shall:

- **NOT report to work if you are ill** as previously defined in the *Health Reporting Procedure*. Follow District procedures for absence from work due to illness, and contact your healthcare provider.
- Follow District's face covering expectations
- Maintain physical distancing from others when possible
- Employees with underlying health conditions are encouraged to contact Carrie Roberts in the Business Office to begin the FMLA process, unless they already have an active FMLA case related to their serious health condition. Employees with underlying health conditions who are concerned about reporting to work in person are encouraged to contact Human Resources, at hr@mcfbsd.org.
- Respect how colleagues are feeling, remembering that there are staff with underlying health conditions that you may not be aware of that are feeling nervous and scared during this time
- Follow specific instructions on the use of District facilities, including but not limited to restrooms, breakrooms, kitchenettes, and office areas.

The District may:

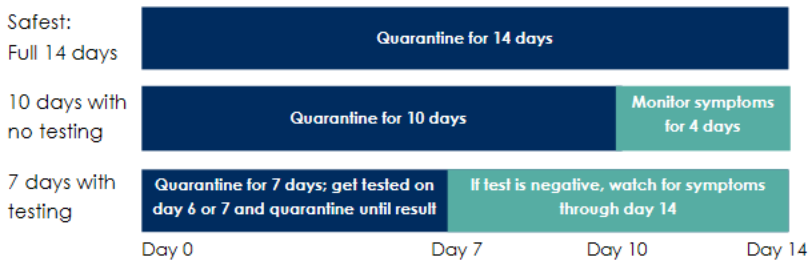
- Limit in-person meetings as defined by PHMDC/DHS orders, and use other means of communication such as Zoom, Skype and email, that are not in person
- Limit number of visitors in District buildings at any given time as recommended by PHMDC/DHS
- Spread out workstations so employees can be distanced, when possible
- Post physical distancing signage in District buildings reminding everyone to practice physical distancing
- Provide specific guidelines for using District facilities including but not limited to restrooms, breakrooms, kitchenettes, and office areas.
- Provide special accommodations for vulnerable employees

COVID-19 Protocol for Positive Test, Exposure, or COVID-like Symptoms: Student Athletes

- While school is not in session (e.g., during the summer) parent/guardian shall notify the Coach, Athletic Director immediately upon learning that their student has a confirmed case COVID-19.
- When school is in session, parent/guardian shall notify their student’s attendance line and health office of COVID-19 diagnoses or close contacts.
- Coach or designee will notify athletes and coaches of exposure, and communicate return to activity date, as needed.
- District Nurse/designee will provide PHMDC with any information available regarding possible exposure of other athletes or coaches.
- If a student is sent home with COVID-19 like symptoms, any siblings or other athletes who also live in their home will be sent home as well until it is determined if the athlete with symptoms has COVID-19.
- In case of a **positive** test for COVID-19
 - Affected student athlete will isolate for a minimum of 10 days, and until 24 hours fever free without medication and improving symptoms, or as currently defined by PHMDC.
 - Any close contacts (as determined through contact tracing), i.e. teachers or other students in the affected student's cohort will follow exposure protocol listed below.
 - Quarantine for the student who is positive for COVID-19 will continue from the positive test for at least 10 days, and until 24 hours fever free without medication and improving symptoms, whichever is longer, or as currently defined by PHMDC.
 - District Nurse/designee will be notified. They will notify PHMDC for contact tracing purposes, per PHMDC recommendations.
- In case of an exposure to someone who has tested positive for COVID-19
 - Athletes who have been exposed to a positive case of COVID-19, and have no symptoms, will follow District’s updated quarantine procedures. (see picture).

Quarantine Options for People with No Symptoms

To quarantine: stay home from work, school, and other activities



If you develop symptoms at any time: stay home and get tested as soon as possible. If positive, follow isolation guidance; if negative, continue following your quarantine option to the left.

- Individuals who are fully vaccinated do not need to quarantine but must monitor for symptoms for 14 days.
 - i. If symptoms occur after an exposure, student athletes must be tested for COVID-19. If positive, refer to procedures for a Positive Test.
- If tested, Public Health Madison and Dane County (PHMDC) recommends the first check should be at day 6 after initial exposure.
 - i. If the test is positive, refer to the Positive Test directions above.
 - ii. May return after quarantine, unless symptoms present. If symptoms present, refer to the positive protocol above.
- All athletes in the cohort with the athlete exposed to a positive COVID case, and any coaches, will be notified of the possible exposure by the Head Coach.
 - i. If the test is positive, the District Nurse/designee will work with the coach to determine contact tracing. Any cohort/team members who are determined to be close contacts will be quarantined.

All athletes/coaches in their cohort will be notified of their possible exposure to a positive case of COVID-19.

- ii. During game play, if a player is found to be positive with COVID-19, or the coach is notified of a positive case from the opposing team, close contacts will be identified and must quarantine. Close contacts will be identified through an investigation which includes any/all of the following: an interview with coaching staff, bus seating charts, team seating charts, game play video (when available), and interview with the affected athlete.
- To return to athletics, an athlete must provide any documentation required by policy related to their positive result or close contact, as directed by the District Health Staff.
 - When there is in-person education the Coach/Athletic Director will ensure the Health Staff at the school building the student attends is aware of any positive tests or exposure incidents, so that the Health Office may inform any teachers or classroom cohorts of the possible exposure as well.
 - In case of symptoms of COVID-19
 - If an athlete has symptoms and is tested for COVID-19, follow the appropriate step above based on their results.
 - If an athlete has symptoms and is not tested for COVID-19, they may not return to school until:
 - i. They are fever free (less than 100°F) for 24 hours with no fever-reducing medications, AND
 - ii. Their other symptoms have improved, AND
 - iii. It is at least 10 days since the onset of COVID-like symptoms
 - All Athletes will self screen and report self screening results to coaches, or be screened for COVID-like symptoms prior to any athletic event/practice.
 - Any athlete presenting with COVID-like symptoms at home prior to any athletic event/practice, or in the course of an athletic event/practice, must not participate until evaluated by a Medical Professional or receiving a COVID-19 test.
 - Any athlete with COVID-like symptoms will provide documentation from a Medical Professional or Public Health designee clearing athlete to return to activity. This can include a negative COVID-19 test.
 - COVID-19 symptoms include:
 - Fever (greater than 100°F) or chills (sustained and uncontrollable)
 - New or worsening:
 - i. Cough*
 - ii. Shortness of breath or difficulty breathing*
 - iii. Fatigue
 - iv. Muscle or body aches
 - v. Headache
 - vi. New loss of taste or smell*
 - vii. Sore throat
 - viii. Congestion or runny nose
 - ix. Nausea or vomiting
 - x. Diarrhea
 - xi. **Indicates that this is a standalone symptom that requires medical evaluation for COVID-19*
 - Procedures may be different for students who are fully vaccinated. Quarantine requirements will then be made on a case by case basis.

COVID-19 Protocol for Positive Test, Exposure, or COVID-like Symptoms: Students

- Parent/guardian will be instructed to notify the attendance/sick call line and the building Health Office within 24 hours if their student is positive for COVID-19, or has been exposed to COVID-19. This allows us to keep all students as safe as possible through early notification.
- Building Administrator and/or District Nurse/designee will notify parents/guardians of affected students, and teachers, of exposure, and communicate return to activity date.
- District Nurse/designee will provide PHMDC with any information available regarding possible exposure of other students or staff.
- If a student is sent home with COVID-like symptoms, any siblings or other students who also live in their home will be sent home as well until it is determined if the student with symptoms has COVID-19. (This may be different for students who are fully vaccinated and will be determined on a case by case basis.)
- In case of a positive test for COVID
 - Affected student will isolate for a minimum of 10 days, and until 24 hours after they are fever free without medicine and symptoms improve, or as currently defined by PHMDC.
 - Any close contacts (as determined by public health and/or the school health department during contact tracing), ie teachers or other students in the affected will follow exposure protocol listed below.
 - District Nurse/designee will be notified. They will notify PHMDC for contact tracing purposes, per PHMDC recommendations.
- In case of an exposure to someone who has tested positive for COVID-19
 - Students who have been exposed to a positive case of COVID-19, and have no symptoms, will quarantine, unless fully vaccinated or exposed at school--then students should monitor for symptoms.
 - i. If symptoms occur after an exposure, student must be tested for COVID-19. If positive, refer to procedures for a Positive Test.
 - If tested, test should be at least 6 days after initial exposure.
 - i. If the test is positive, refer to the Positive Test directions above.
 - Student will not participate in any co-curricular activities using the same restrictions as above.
- To return to activities/class, a student must meet the requirements and expectations required by policy related to their positive result or close contact, as directed by the District Health Staff.
- In case of symptoms of COVID-19
 - If a student has symptoms and is tested for COVID-19, follow the appropriate step above based on their results.
 - If a student has symptoms and is not tested for COVID-19, they may not return to school until:
 - i. They are fever free (less than 100°F) for 24 hours with no fever-reducing medications, AND
 - ii. Their other symptoms have improved, AND
 - iii. It is at least 10 days since the onset of COVID-like symptoms, unless diagnosed with a condition that explains their symptoms
 - All students will be screened for COVID-like symptoms, as defined by PHMDC/DHS/CDC, by families at home, prior to any in-person attendance to classes or co-curriculars, and report screening results to the health office/designee in their building, or the district designee in charge of the co-curricular activity.
 - Any student presenting with COVID-like symptoms at home prior to school or a co-curricular activity, or in the course of a school day or a co-curricular activity, must not participate until evaluated by a Medical Professional or tested for COVID-19.
 - Any student with COVID-like symptoms will provide documentation from a Medical Professional or Public Health designee clearing student to return to in-person participation in school/activity, or documentation of a negative COVID-19 test.
- COVID-19 symptoms include:

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- Fever (greater than 100°F) or chills (sustained and uncontrollable)
- New or worsening:
 - i. Cough*
 - ii. Shortness of breath or difficulty breathing*
 - iii. Fatigue
 - iv. Muscle or body aches
 - v. Headache
 - vi. New loss of taste or smell*
 - vii. Sore throat
 - viii. Congestion or runny nose
 - ix. Nausea or vomiting
 - x. Diarrhea

**Indicates that this is a standalone symptom that requires medical evaluation for COVID-19*

Remote Teaching Requirements

For any educator, who has not been directed to perform work at the District's facilities and who chooses to perform work from his/her home or other non-District setting, the educator must adhere to the following requirements at all times:

- The remote teaching site must have fully reliable broadband access suitable to meet the technology requirements of the District's remote learning plan. It is the educator's responsibility to confirm that his/her site is suitable from a technology standpoint.
- The remote teaching site must have a private space from which to teach, free from distractions and/or non-emergency interruptions. The District encourages educators to select a location that has adequate lighting and a door that closes for privacy.
- The educator shall protect and preserve the confidentiality of all pupil education records and adhere to all applicable confidentiality laws, policies, and procedures. Educators are responsible for reviewing Board Policies and Handbook provisions that address confidentiality.
- The educator must be mindful of the imagery displayed during remote instruction and meetings, including objects and messaging in the background. The same rules that would apply to a classroom or a meeting room within the District's facilities apply to the meeting and remote instruction site and space.
- The educator's own family member(s) may not be present during any remote instruction, unless that family member is a student enrolled in that staff member's class. The same rules that would apply to a classroom within the District's facilities apply to the remote instruction site and space.
- Educators must offer student and/or parent/guardian meetings (in person or virtual as appropriate) to supplement and support virtual learning.
- Educators must check and respond to email correspondence from colleagues, supervisors, students and/or parents/guardians within twenty-four (24) hours or one (1) school day, as applicable, to supplement and support virtual learning.
- Educators must participate in collaboration meetings with other educators and supervisors (in person or virtual as appropriate) in order to supplement and support virtual learning and to address other educational matters.
- The educator's own family member(s) may not be present during any meetings conducted in the scope of his/her employment for the District, including any meetings with or concerning specific students. The same rules that would apply to a meeting room within the District's facilities apply to the meeting site and space.
- Educators must adhere to all policies and procedures that would otherwise apply if the educator were teaching from the District's facilities. For example, educators are still mandatory reporters of child abuse and neglect and educators must still maintain records and monitor student attendance during remote instruction.
- The District will not reimburse expenses incurred for educators who choose to teach from a remote teaching site.
- To the extent that the educator is using personal technology devices to conduct District business, the educator must maintain any and all related records, e.g., text messages, direct messages, etc., because such records are public records subject to the District's records retention schedule and the public records law.
- Even while teaching from a remote site, the educator is still required to fulfill all of the same job responsibilities as he/she would be fulfilling if working on-site, including making and receiving phone calls and other professional communication.
- The educator may be required to attend meetings and/or other events in-person at the District's facilities, as directed by the District Administrator, supervisor, or designee.
- If the educator is unavailable for a remote instructional period/class or a meeting, the educator must submit a request for a paid or unpaid leave of absence in accordance with the District's policies.
- Educators must communicate and secure written approval from the District Administrator, supervisor, or designee, for any changes to the established instructional schedule.
- Educators may not perform work for another entity(ies) or for himself/herself while performing remote instruction, unless the educator has express written permission from the District Administrator, supervisor, or designee.

If an educator violates any of the rules set forth above, he/she may face disciplinary action, up to and including termination.

MSD COVID-19 Required Policies

August 24, 2021

The McFarland School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, English language proficiency, age, military status, or physical, mental, emotional, or learning disability in any of its student programs and activities.