RETURN TO SCHOOL PLAN
Natrona County School District

If You Are Sick - STAY HOME
- Parents are required to ensure the daily health of their children
- Temperature Check - DO NOT come to school if fever over 100.4
- If you, your child, or an immediate family member, are sick or showing signs or symptoms of COVID-19, stay home and contact your local health care provider or Casper-Natrona County Health Department

Learning At School or Virtually
- Brick and Mortar - Traditional
- Natrona County Virtual Learning Program
- Due to COVID19 in a classroom or school - as necessary - hybrid model with flexibility based on guidance and direction from health officials. Every effort will be made to keep schools open while ensuring safety for all.

Hand washing & Disinfecting
- Wash/sanitize hands before upon entry into school and throughout the day
- Hand washing stations, or hand sanitizer, will be readily available
- Increased cleaning and disinfecting of NCSD facilities, equipment, and all high-touch surfaces will continue

Social Distancing/Large Gatherings
- Public Health orders followed in all district settings - classrooms/buildings/district events/activities (Current orders through September 15, 2020)
- Social distancing of at least 6 ft or greater will occur wherever possible

Face Coverings/Masks
- Face Coverings will be worn when unable to social distance - Public Health orders followed in all district settings - classrooms/buildings/district events/activities (Current orders through September 15, 2020)
- In the absence of a governor’s or local health officers’ orders, NCSD will encourage masks to be worn by students and staff when social distancing of 3’-6’ cannot be maintained.

NCSD Bus Transportation
- No more than 2 students per seat - same household seating preferred
- Students and staff must wear a mask on NCSD Transportation where social distancing is unable to occur
- Parents are encouraged to transport their children to/from school

Lunchrooms and Food Service
- Food will be served and/or delivered to students on takeaway disposable trays
- Lunches will be held in smaller groups or in larger areas to allow for social distancing
- Touchless bottle fillers and drinking fountains can be used to refill individual student containers/water bottles - drinking directly from the fountain is prohibited

Athletics & Activities
- Any athlete or activity student who with possible exposure, or confirmed positive, to COVID-19 is required to report information to coach, supervisor, or school administrator
- Limitations to group sizes will follow current Public Health orders - (Current orders through September 15, 2020)
- Athletes shall wash hands with soap and water or hand sanitizer upon entry to school or facility.

To learn more, visit us at www.natronaschools.org
Email us at communications@myncsd.org

Dated 8-28.2020
WHAT HAPPENS IF?
A guiding tool to identify decision-making processes which would occur if an NCS classroom, school, or related event was impacted by a positive case of COVID-19.

SCENARIO 1: A student tests positive for COVID-19

What’s Next?
- A student/staff member who tests positive for COVID-19, by Casper-Natrona County Health Department or their healthcare provider, will be required to isolate at home for a minimum of 10 days and have improvement of symptoms no fever for 24 hours (without the use of fever-reducing medication) prior to returning to school. If they are still exhibiting symptoms after 10 days, they will remain isolated until symptoms improve and are fever free for 24 hours (without the use of fever-reducing medications).
- Students and/or staff members who were in close contact with a confirmed positive, as determined through investigative contract tracing by the Casper-Natrona County Health Department, will be contacted by the CNCHD and quarantined for 14 days. If symptoms develop during quarantine, evaluation and additional testing may occur, and based on the results of testing further isolation may be warranted.
- The student isolated or quarantined will receive instruction through a remote education model, classroom-based virtual education model, or through homebound services for their time away from school.

SCENARIO 2: My child was quarantined by CNCHD as an identified close contact of a known COVID-19 positive. Does my entire family have to quarantine?

What’s Next?
- The known close contact, the student(s), will be quarantined by Casper-Natrona County Health Department.
- The student isolated or quarantined will receive instruction through a remote education model, classroom-based virtual education model, or through homebound services for their time away from school.
- No other family members (unless also a close contact of a known positive) are required to quarantine.
- If symptoms develop during quarantine, testing may occur, and based on the results of testing further isolation may be warranted.

SCENARIO 3: Multiple Students and/or Staff members within a school test positive for COVID-19

What’s Next?
- Every effort will be made to not close a classroom or school as a result of a positive COVID-19 case. If an outbreak occurs, schools could be closed by state or local public health officials’ directive or order for a 2-5 day period (or longer if conditions warrant) to conduct contact tracing and allow NCSD to disinfect the facility.
- For the closure time period, NCSD will deliver a hybrid or homebound instruction model to students isolated/quarantined.

SCENARIO 4: Schools are closed locally or statewide through public health orders due to pandemic

What’s Next?
- NCSD will provide educational services for all students through an adapted learning model for the duration of the closure.

SCENARIO 5: Public Health Orders Require face coverings to be worn when students/staff can't be socially distanced. Are there times when they can be removed?

What’s Next?
- Currently, the Governor’s Public Health Order requires students and staff to wear face coverings when social distancing of 6’ cannot be maintained.
- NCSD will align with the Governor’s Public Health Orders and Local Public Health Orders that are in place.
- In the absence of a governor’s or local health officer’s orders, NCSD will encourage face coverings to be worn by students, staff, and school visitors when social distancing of 3’ - 6’ cannot be maintained.
- When students and staff are able to be socially distanced (6’ or greater) face coverings may be removed.

SCENARIO 6: I have concerns about my child returning to brick and mortar (in-person) school

What’s Next?
- The Natrona County School District is committed to providing all students with a high-quality education while supporting and ensuring a safe and healthy environment for all.
- NCSD will offer NCSD Virtual Learning Program for any student who is unable to return to in-person school. Please visit www.natronaschools.org for more information on Natrona County Virtual Learning Program.

This document is only intended as a framework and reference for the understanding of guidelines to be considered in the case of COVID-19 directly impacting school or district environments. Guidelines provided may be revised in accordance with all directives or orders of the Governor of the State of Wyoming and/or the Casper-Natrona County Health Department.
Quarantine vs. Isolation
What's the Difference?

**Quarantine**

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.

If you had close contact with a person who has COVID-19

- Stay home until 14 days after your last contact.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher risk for getting very sick from COVID-19.

**Isolation**

**ISOLATION** keeps someone who is sick or who has tested positive for COVID-19 without symptoms away from others, even in their own home.

If you are sick and think you have COVID-19 or you have tested positive for COVID-19

- Contact your healthcare provider or CNCHD for testing and guidance
  - Stay home until 24 hours have passed with no fever AND symptoms improved AND 10 days since symptoms first appeared

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after 10 days have passed since your positive test.

If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

**STAY HOME IF YOU ARE SICK**

Follow Guidance of Healthcare Provider and/or Casper-Natrona County Health Dept.

Casper-Natrona County Health Department will initiate its processes for contact tracing, identifying community health impact, and in deciding the course of action for a particular classroom or school building closure, depending on a variety of factors, including but not limited to, the scope of exposure and known positives.
Helpful Tips for Wearing a Face Covering/Mask

This poster provides guidance for students, staff, and school families on best practices for the use and care of your face coverings/masks. In alignment with the statewide public health orders, the NCSD will provide face masks for students and staff, however, they may bring their own as well. Currently, the state health order requires face coverings to be worn during in-person instruction, and on NCSD Transportation, when social distancing cannot be maintained. NCSD will continue to align with the Governor’s health orders.

1. Wash or sanitize your hands before putting on your face covering/mask, after removing it, and after anytime you touch it.

2. Avoid touching and adjusting. Touching a face covering after it is on can spread germs. If you do touch it, wash or sanitize your hands.

3. Wash your face covering/mask DAILY or have multiple options to rotate out - DO NOT wear a dirty or wet face covering/mask.

4. Your face covering should cover your nose, mouth, and chin. It should fit snugly to the sides of your face but not restrict your breathing.

5. Wear your face covering/mask when you are unable to socially distance 6’ or further from others.

6. Remove your face covering/mask by using the straps behind the ears or head.

7. Do NOT share your unwashed and recently used face covering/mask with others.

8. PLEASE - STAY HOME IF YOU ARE SICK

Thank you for your support and understanding as we work together to ensure a safe and healthy learning environment for all. For more information on NCSD’s Smart Start Reopening Plan, please visit www.natronaschools.org and click on the Smart Start icon. Information is also shared via NCSD social media.
WELCOME BACK TO SCHOOL!
NCSD Transportation Information

In accordance with state and local health requirements due to COVID-19, NCSD Transportation will be changing and/or altering practices for students to be safely transported to and from school and home. NCSD Transportation’s goal is to meet the guidelines as provided by state and local health officials while ensuring a safe and healthy transportation experience for all student riders and staff.

Bus Registration and Seating

- All students who are in need of NCSD Transportation must be a registered bus rider. Students who are not registered cannot ride until they are registered due to safety guidelines.
- In order to ensure your child has an assigned seat on their designated bus prior to the first day of school, registrations should be submitted no later than August 21, 2020.
- Due to social distancing guidelines and state guidance of not having more than 50 riders including adults (bus driver, coaches, monitor, assistants) per bus we must have all riders registered. Please help us by registering your child prior to August 21st, 2020.
- All students will be assigned a specific seat on their designated bus route.
- Please make sure your address is updated in Infinite Campus Parent Portal so your child is assigned to the correct bus route.

Safe & Healthy Environments

- All students/staff riding NCSD Transportation will be required to wear face coverings.
- NCSD will provide masks to staff and students, as needed.
- There shall be no more than two riders per seat.
- Students from the same household will be seated together as much as practicable.
- Students and staff will be highly encouraged to sanitize their hands when they enter and exit the bus from the sanitizer dispensers located on each bus.

Important Changes and Reminders!

- Only registered students with assigned seats will be allowed to ride the bus they are assigned. The practice of a “Friend Riding With a Friend” will not be allowed at this time.
- The student’s bus/seat assignment will be removed after five(5) days of absence unless arrangements have been made with Transportation. If circumstances related to COVID-19 occur, considerations will be made.
- Some bus stops have been relocated to the nearest building or property owned by Natrona County School District.
- Families will be notified of their stop location and times after they have registered via the email they used to register.

Visit www.natronaschools.org to Register your Student Today!
NCSD VISITOR INFORMATION

We are dedicated to continuing to provide a high-quality learning environment for all students while maintaining our commitment to the safety and health of students, staff, and the community.

We are continuously grateful for our partnerships with school families and community members. We appreciate your understanding and support as we work together as a community to keep schools open, provide a high-quality learning environment for all students while maintaining our commitment to the safety and health of all students, staff, and the community.

In order to ensure safe and healthy environments, during the COVID-19 Pandemic, it is strongly recommended schools limit non-essential individuals and activities within the school (ie - visitors at lunch, school parties, etc.).

Access to the school is determined by the school principal on a case by case basis. Please contact your child’s school for specific information.

School Visitors

- All school visitors will be required to follow state health orders including wearing a face covering when 6ft of social distancing cannot be maintained
- All school visitors will continue to follow school and district safety protocols for access to schools/facilities

IMPORTANT REMINDERS

- **STAY HOME** if you are sick
- Temperature Check - DO NOT come to school/district facility if fever over 100.4
- Wash/sanitize hands before upon entry into school
- Public Health orders followed in all district settings - classrooms/buildings/district events/activities
- Face Coverings are required when unable to social distance
- Social distancing of at least 6 ft or greater will occur wherever possible

The above information is related directly to daily school building operations. Additional information regarding spectator attendance at athletic events, large school activities/events, and more will be provided by your child’s school as we work to align operations to the Statewide Health Orders as related to the size of public gatherings.
Casper-Natrona County Health Department receives confirmation of a positive case of COVID-19 in Natrona County. It is identified the individual is a student or staff member within NCSD.

Student/Staff Tests Positive
- Casper-Natrona County Health Department contacts the individual, or the parent/guardian, to begin the investigative contact tracing process.
- The Individual testing positive for COVID-19 is placed in isolation by CNCHD.

Contacting Known Positive
- Casper-Natrona County Health Department contacts the individual, or the parent/guardian, to begin the investigative contact tracing process.
- Close contact is identified as a person(s) with close contact of 6ft or closer for 15 mins or more with the positive case.

Contact Tracing Process
- Casper-Natrona County Health Department will identify close contacts of known COVID-19 positive.
- Close contact is identified as a person(s) with close contact of 6ft or closer for 15 mins or more with the positive case.

Contact Tracing Notifications
- The Casper-Natrona County Health Department will contact impacted individuals to provide further information and actions.
- If you receive a phone call/message from the CNCHD, please contact them back immediately to avoid delays in the contact tracing process.

Supporting Students/Staff
- NCSD will work directly with students/parents who are identified by CNCHD as quarantined or isolated to provide remote learning as applicable.
- NCSD HR will work directly with impacted staff members to complete the needed leave form(s) and additional support information.

Further public information on COVID-19 impacts to the Natrona County School District can be found by visiting www.natronaschools.org and clicking on the "COVID-19 Update" graphic.
As you begin to explore the option of Natrona County Virtual Learning, please review the information below.

**Virtual Learning**
- **District Expectations** for attendance, instructional time, curriculum, rigor, and behavior will be required and consistent with in-person learning environments.
- Scheduled times of instruction with a virtual education teacher.
- All state and district assessments will be required.
- Asynchronous (recorded) and synchronous (live) combination required.
- IEP teams will meet and determine accommodations and services for students with IEPs.
- Limited Hathaway Opportunities.
- Similar to other statewide virtual learning programs.

**Course Offerings**
- **Minimum Course Requirements**
  - Elementary - ELA, Math, Social Studies, Science, Art, Music, Health/PE.
  - Middle School/High School - minimum 7 courses and a maximum 8 courses. ELA, Math, Social Studies, Science, **AND** 3-4 Elective choices (e.g. art, music, health, PE, foreign language).
- **There are limited electives available.**
- Regular level courses, no advanced or remedial courses (e.g. Advanced Placement, International Baccalaureate).

**Can I take some courses virtually and others at in-person at my home school?**
- No. If enrolled in Natrona County Virtual Program, all courses will be taken through the virtual program.

**Enrollment**
- **How to I enroll my student?**
  - To enroll in Natrona County Virtual Program please call 253-5450.

**What if I want to reenroll in traditional in-person learning?**
- Virtual Enrollment is a commitment for a minimum of a semester.
- District Enrollment Process would be followed - there is no guarantee you would return to your previous in-person school/class/teacher.

**Athletics and Activities**
- Eligible for sports and activities at designated base school.
- Must follow NCSD Eligibility requirements.
- Limited courses offered at HS level that meet NCAA eligibility requirements.

**Program Offerings**
- District Programs are not available as part of Natrona County Virtual Learning (e.g. DLI).
- There may be English as a second language and gifted and talented support available.

**Technology**
- Student Issued Computer will be provided.
- Digital Citizenship required.
- Technical Support and helpline available.
- District Technology Rules Apply.

**Questions?**
- Natrona Virtual Learning (307) 253-3186
- NCSD Enrollment (307) 253-5450
NCSD Smart Start Reopening Plan
2020-2021 Learning Options

The Natrona County School District is committed to providing all students with a high-quality education while supporting and ensuring a safe and healthy environment for all.

The below options identify information as related to learning options provided for the 2020-2021 Academic Year.

In-Person/Traditional

NCSD is committed to offering an in-person learning/instructional model to support the academic, social-emotional, and economic needs of our community.

- Traditional classroom setting
  - Public Health orders followed in all district settings (classrooms/buildings/district events/activities)
  - Following health orders - Face coverings will be worn when social distancing of 6 or more cannot be maintained
  - Social Distancing will be implemented wherever possible

Natrona County Virtual Learning Program

NCSD is committed to offering a virtual learning option for any student who is unable to return to in-person instruction for the academic year.

- Natrona County’s Virtual Learning Program
  - Established in 2014
  - Offers students the opportunity to take core classes and limited elective classes to meet grade-level standards and progress toward graduation
    - Grades K-12

Questions?
- Natrona Virtual Learning (307) 253-3186
- NCSD Enrollment (307) 253-5450

In the case of COVID-19 In A School/Classroom

- A classroom/school may be closed per the direction of the CNCHD Health Officer and the Board of Trustees if there is a possible positive COVID-19 or suspected symptomatic case.

- In the case of positive or known contact with positive - student/staff isolation or quarantine NCSD will follow all CNCHD required directives.

- In the case of COVID19 within a classroom or school, NCSD will ensure we are prepared to effectively and efficiently transfer instruction, as applicable, for identified settings based on the guidance of the Casper-Natrona County Health Department.

Safe & Healthy Environments

STAY HOME if you are sick.
If you, your child, or an immediate family member, are sick or showing signs or symptoms of COVID-19, stay home and contact your local health care provider.

- Regular hand washing, or hand sanitizer is required.

- Public Health orders followed in all district settings - classrooms/buildings/district events/activities (current orders through September 15, 2020)

In the absence of a governor’s or local health officers’ orders, NCSD will encourage masks to be worn by students and staff when social distancing of 3’-6’ cannot be maintained.

Increased cleaning and disinfecting of NCSD facilities, equipment, and all high-touch surfaces will continue.

Natrona County School District is committed to keeping our students, parents, staff, and the community engaged, informed, and connected.

www.natronaschools.org
COVID-19 Definitions

Glossary of Terms related to COVID-19 and NCSD terminology in order to assist communications as related to NCSD’s Smart Start Reopening Plan

**Adapted Learning Model** - is providing learning experiences outside of the traditional classroom. Other terms used include temporary virtual education and eLearning.

**Asymptomatic** is when a person does not show symptoms or signs of disease or illness. Some people without any symptoms still have and can spread the coronavirus. They are asymptomatic but contagious. Fever, cough, and shortness of breath are the main symptoms of COVID-19.

**Asynchronous Instruction** is instruction delivered by the virtual education teacher and received by the student at a different time.

**Classroom Based Virtual Education** is classroom instruction that may be instructed through technology outside the classroom or in-person. The instruction may be delivered synchronous or asynchronous for students that reside in the school district.

**Cleaning** removes dirt and impurities on surfaces prior to disinfecting. Cleaning is the process of removing unwanted substances, such as dirt, infectious agents, and other impurities, from an object or environment. NCSD utilizes GS All-Purpose Cleaner. NO PPE is required.

**Close contact** is defined by Casper-Natrona County Public Health Department as being within 6’ of a person who has tested positive for COVID-19 for more than 10 minutes.

**COVID-19** is the name of the illness caused by the coronavirus SARS-CoV-2. COVID-19 stands for “coronavirus disease 2019.”

**Direct contact (direct exposure)** means you meet the CDC criteria as close contact with someone who is confirmed positive with COVID-19. This requires precautionary quarantine, self-monitoring, and possible testing.

**Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. It is the process in which disinfectant (NCSD utilizes GS High Dilution Disinfectant 256 -CDS approved) is used to kill bacteria/virus by dwelling for a minimum of 10 minutes. PPE and training are required.

**Face Covering** is a barrier that gives protection to keep from infecting others.

**Homebound Instruction** means offering instruction to a student that is at home or hospitalized for more than one week due to injury or illness. W.S. 21-4-402.

**Hybrid Instruction Model** is a combination of in-person and adapted learning experiences.

**Isolation** means separating sick people with a contagious disease from people who are not sick.

**Learning Management System (LMS)** a system to deploy and track online courses without geographical limitations (e.g. Google Classroom, Canvas).

**Personal Protective Equipment (PPE)** This includes masks, face shields, gloves, gowns, and other coverings that healthcare professionals use to prevent the spread of infection to themselves and other patients.
COVID-19 Definitions
Glossary of Terms related to COVID-19 and NCSD terminology in order to assist communications as related to NCSD’s Smart Start Reopening Plan

Quarantine means separating and restricting the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

Outbreak means a sudden increase of a specific illness in a small area.

Remote education means classes delivered by a teacher located in a physical classroom with students present while also providing simultaneous remote instruction. Remote education instruction is delivered through interactive, synchronous technology which allows the student receiving the remote education to ask questions, make comments, and interact in real-time with the teacher, classroom students, and other remote students. W.S.21-13-330(m)(n)

Sanitizing is a process to make something hygienic and free of germs. In NCSD, Nutrition Services clean and sanitize daily with ½ cup of bleach per 1 gallon of water which meets the USDA, state health department, and federal food service guidelines.

Social distancing also called physical distancing means putting space between you and others around you in public. Social distancing also includes avoiding crowds and groups in public. The Governor’s Public health order defines social distancing as at least 6’.

Symptomatic is when a person shows signs of illness. For COVID-19, that can include cough, fever or shortness of breath.

Synchronous instruction is the kind of instruction that happens in real-time. This means that students, their classmates, and the instructor interact in a specific virtual place, through a specific online medium, at a specific time.

Tier I - Open In-person classes and activities, as appropriate. Minimal adapted learning on a limited, as-needed basis. Most students in school at the same time under the provisions of current health orders. Social distancing and face coverings to the greatest extent possible. Buildings open to all students.

Tier II - Hybrid Combination of in-person and adapted learning is required due to local or state health directives. Social distancing and face coverings to the greatest extent possible for those attending in person. Buildings open to some students.

Tier III - Closed School buildings closed to students due to local or state health directives or orders. School districts will follow provisions in the approved adapted learning plan. Buildings are not open to students.

Videoconferencing is the holding of a conference/class among people at remote locations by means of transmitted audio and video signals (e.g. Zoom, Google Meet).

Virtual education means school district programs and classes approved by the agency pursuant to W.S. 21-2-202(a)(xxxii), 21-13-330(f-k), and the Chapter 41 Virtual Education Rules for delivery when the teacher and student are in separate locations. Virtual education instruction is primarily delivered through technology and can be asynchronous or synchronous.

Virtual education teacher is the instructor of a virtual education course/class.