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### **SECTION 1: STUDENT MOVEMENT AND TRANSITIONS ON SCHOOL GROUNDS**

#### **General Info**

1. Masks are worn appropriately by all upon entry other than while eating/drinking.
2. See [Middle School Face Covering Response Protocol](#)
3. Use hand sanitizer or hand washing station upon entry into each classroom or space.
4. Walk through the hall on the right side. Note the one-way hall between the wings.

#### **Beginning of Day**

The building doors will be unlocked at 7:45 AM. The students will enter the building through their designated doors and report directly to their homeroom.

6th and 7th grade enters through the commons/main entrance.

8th grade enters through the 8th grade wing doors.

#### **End of Day**

Students will leave through the door they are closest to. All their supplies are in their backpacks throughout the day.

#### **Departure**

1. Prior to exiting the classroom, students use hand sanitizer or hand washing station (each day).
2. Place all items in a backpack.
3. Students will leave by the exit they are closest to.

#### **Appointments**

**Departure to Appointment:** When a student is leaving the building, the family member should **call** the office to communicate rather than come into the office. Office staff should confirm in Infinite Campus that the family member or caregiver is allowed to depart with the student. The student will be waiting in the vestibule until the family member or caregiver arrives.

**Return from Appointment:** Upon arrival, the student should ring the entry buzzer. Office staff will buzz the student in. Students may provide office staff with a note or medical excuse. The student will sign in. An office staff member will give the student a pass, and the student will report directly to class.



### **Bus & Van Transportation**

1. All drivers and students **must** wear face coverings.
2. Students will be socially distanced as much as possible.
  - a. The seat immediately behind the driver will be left open (unless riders are from the same household as the driver).
  - b. Students will be seated next to the window, one student per seat (if seating every other seat is not possible).
  - c. Students from the same household may be seated together.
  - d. Permanent seating charts and attendance will be used to help with social distancing and any potential need for contact tracing.
3. Windows will be **open** as much as possible to increase the circulation of outdoor air.
4. Hand sanitizer will be installed within the driver compartment in accordance with Trans 300.81(12). It will be highly recommended that students use hand sanitizer when boarding.
5. Students will be allowed only **one** pick up and **one** drop off address.
6. There will be **no** food or drinks allowed on the bus.
7. Vehicles will be sanitized after each route.
8. Parochial schools must follow all transportation related recommendations.

\*Any increase in the number of students attending in-person school will require a reevaluation and possible change to the above recommendations.

### **Restroom Use**

1. Students will take class restroom breaks at a scheduled time and will follow the bathroom capacity limits.
2. If there is an emergency, bathroom breaks will be permitted outside of the scheduled time. Student(s) will hand wash or sanitize hands upon returning to the classroom.
3. When students use the bathroom outside of their scheduled time, two students will use the restroom at a time. Others will wait outside the restroom on the distance dots.
4. Students will indicate the time leaving and returning to the classroom by signing in and out of the classroom to help with contact tracing.
5. When returning to the classroom, the student(s) will hand wash or sanitize hands.

### **Travel to School Office**

1. Students should travel to the office sparingly.
2. Students will use the correct doors for entering and exiting the office to maintain a one way flow into the office at all times and to encourage social distancing. These doors are labeled.
3. Prior to a student traveling to the school office, the teacher should call the office to notify staff.
4. When leaving and entering the office, students should use hand sanitizer.



## **SECTION 2: STUDENT MOVEMENT AND HAND CLEANING IN THE CLASSROOM**

Teaching staff will offer movement breaks throughout the school day. Movement breaks will maintain physical distance.

### **Handwashing**

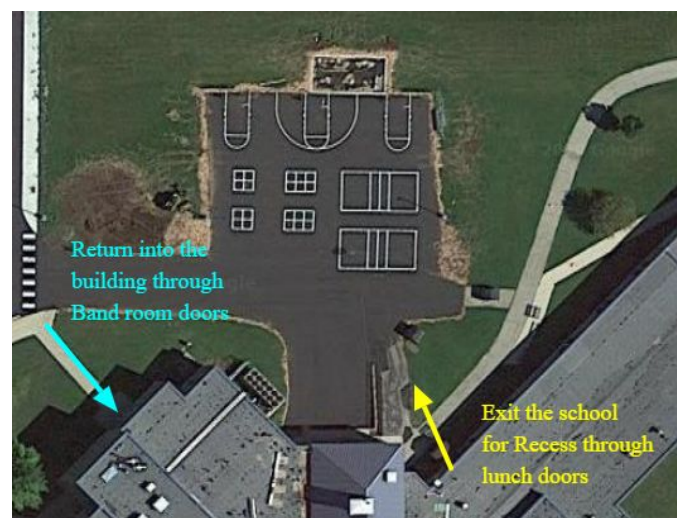
Students will wash hands and/or use hand sanitizer upon entering a room, after all transitions, and periodically throughout the day. Handwashing best practices will be reviewed with students. Posters are by all sinks reminding students how to wash hands and the importance of it. Each classroom will be provided with hand sanitizer.

### **Recess**

1. All students and staff will sanitize/wash hands before eating in the lunchroom and before going out to recess.
2. Allow for staggered recess times by house/grade level to reduce the number of students in the hallway.
3. Students enter the playground through the recess door. Students return to the lunchroom through the band hallway door.
4. Students will be allowed to remove their masks as long as they maintain 6 feet of social distance. If it cannot then masks are required.
5. Students will be allowed to play games such as football, basketball, and 4-square as long as they continue to wear their masks.
6. Staff members will either be assigned as a lunchroom supervisor or a recess supervisor, and will be responsible for directing traffic and supervising students entering/exiting the cafeteria.
7. All equipment will be sorted by house and disinfected daily.
8. All students and staff will sanitize/wash hands after returning from outside.
9. Cafeteria desks will be sanitized between uses.

### Indoor Recess Plan

In the event of indoor recess, student traffic patterns will need to be altered to get students into the gym. Alternate locations (gym, library, music rooms) may be utilized. Dismissal times may be altered to avoid cross traffic in the hallway.





### **Materials**

Students should use their own materials whenever possible. These materials are to be carried in the student's bookbag.

If materials are shared between cohorts, items are to be wiped down with a disinfectant wipe.

### [MHMS School Supply Lists](#)

### **Movement Breaks**

There will be a mask break scheduled in the morning and the afternoon. Small groups of students will have 5 minutes outside.

If a movement break occurs inside the classroom, students will remain six feet apart and near their assigned seat.

## **SECTION 3: NUTRITION NEEDS**

Sharing food/refreshments is prohibited at all times. Bringing in food items except for personal consumption (i.e. student bag lunch, teacher lunch), outside those provided through the school's official food service programs, is prohibited. Students must bring any food for their own use to school when arriving on campus at the beginning of the school day. Deliveries of personal food by families are not permitted.

### **Meals**

Students will eat meals in the cafeteria during scheduled times. Breakfast should be eaten at home with rare exceptions. Snacks will only be allowed outside during mask breaks.

Students will eat at their designated spot within the cafeteria. Eating is not allowed in hallways, classrooms, etc.

Meal trash will be discarded in identified trash cans. Custodial members will clean and disinfect the eating area.

A la carte and extra portions are not available during lunch at this time.

### **Water Fountains and Water Bottles**



Students should bring water bottles from home. Students can also fill their water bottles in touchless refillable water stations located in each hallway. If a student needs a water bottle, please contact the office. Water fountains will be turned off unless identified as usable by the building administration (e.g. use of touchless refillable water stations). Students will only be able to use a water fountain to fill a water bottle.

#### **SECTION 4: ILLNESS AND INJURY**

**Classroom:** Students should be encouraged to stay in the classroom as much as possible, and each classroom will be provided with an injury care kit.

##### Injury

- Minor injury with NO obvious redness, swelling, or immediate bruising: reassure within the classroom. There will be **NO ice packs in the classrooms** unless absolutely necessary per RN.
- Scratch/cut/hangnail with minimal to no bleeding: offer a wet paper towel or cleansing towelette for cleaning and a band aid as needed within the classroom.
- Chapped lips or hands: offer Vaseline

##### Illness

- Complaint of stomachache, headache, or other minor complaint with no visible symptoms: offer for them to get a drink and use the bathroom, but return to class.

**Health Office:** If a student needs to report to the office for an injury, medication, or illness, **PLEASE call** prior to sending students, extension: 7306

##### Middle School

- Injuries and medication: Our office workroom will now be used to see students for injuries and medication dispensing. This will be staffed by office staff.
- Illness/isolation room: The traditional health room is now for students not feeling well. It will be staffed by an RN, student nurse, and office staff.
- The Illness/isolation restroom is **NO LONGER** available for staff use.

##### High School

- Injuries: The injury/ first aid station has remained in the same location.
- Medication: Area has remained the same.
- Illness/isolation room: This room is what was previously the office storage room, across from the nurse's office. It will be staffed by an RN, student nurse, or office staff.
- Nurse's office restroom is **NO LONGER** available for staff use.



## **SECTION 5: LIBRARY PROTOCOLS**

### **Hybrid Library Plan**

Students will not access the library for check-out as the library will be used during the day as an instructional space for advanced classes.

Students will continue to use the Destiny Discover system and the Google Form link to request books from the library, whether hybrid or virtual. Hybrid students will need to check the box that applies to their homeroom for ease of delivery of materials, but they may also still select book pickup in the commons.

Library staff will visit each homeroom twice weekly (once for A-K families on Monday/Tuesday and once for L-Z families on Thursday/Friday) to distribute requested items to students. Library staff will curate a cart of books that can be circulated to each classroom so that students still have a browsing experience like they might in the library. Library staff will be on hand to check out any materials selected by students off the cart.

Unwanted materials that have been handled will be quarantined for 1 week. Any returned library materials will also be quarantined for 1 week per DPI recommendations.

This checkout policy will be revisited in the 3rd quarter.

Link to schedule

## **SECTION 6: OTHER SAFETY PROTOCOLS**

### **Facial Covering Protocols and Responses:**

[Middle School Face Covering Response](#)

[Middle School Staff Response](#)

### **Travel**

MHASD is following Dane County and State guidelines. Currently, Public Health Madison Dane County and Department of Health Services do not require quarantine after traveling. However, they are requesting people be diligent about self monitoring, maintain awareness for potential symptoms





and need to follow up with testing. Here is the link to DHS and below an excerpt from the site.  
[COVID-19: Travel](#)

After you return, we ask you to self monitor for symptoms of COVID-19 for 14 days. You should check for symptoms even if you followed the recommendations above.

Stay home as much as possible to stop the spread of COVID-19 to others.

Check your symptoms:

- Check your temperature twice daily
- Write down your symptoms
- If you develop symptoms like fever, cough, shortness of breath, call your doctor and stay home.
- See the [Next Steps: while you wait for your COVID-19 test results](#) for a chart you can use to log your daily symptoms.
- See [COVID-19: Monitoring for Illness](#) for more details about self-monitoring and self-quarantine.

### **Health Acknowledgement Letter**

*See Below for Spanish Version -- Vea a continuación la versión en español*

Dear MS Hybrid Families,

We're so excited to have students back in the building! We've missed our students and it will be great to be back. In order to keep everyone safe, healthy and our schools open; We're sharing the following reminders.

- Please follow the Covid acknowledgment you signed at registration. [Student Covid Health Acknowledgment](#)
- Please send your student to school wearing a [face covering](#). If their's becomes soiled or lost, we have extras.
- Please keep your student home if they aren't feeling well. We need to be very thorough on identifying any illness symptoms. Here is the link to the PHMDC-Public Health Madison Dane County and DPI -Department of Public Instruction triaging form we are following. [Covid-19 protocol when to send a student home.](#)
- If you are keeping your student home, please call and let us know. This year, any Covid related absence will be medically excused. This is a recommendation from DHS- Department of Health Services, PHMDC and DPI. Even if your student doesn't have Covid, but you are keeping them home because of a possible exposure or need for testing, please let us know and we will excuse it.
- If your student becomes ill at school, please have a plan with your emergency contacts so you can pick your child up as quickly as possible.
- If your student or a close contact has tested positive for Covid, please notify us and follow the DHS, PHMDC guidelines that we are following. [Covid - 19 when a student or staff can return to school](#). This can be confusing- call or email me if you need any help determining next steps.





- If your student is a close contact at school, we will notify you. Each situation will be investigated by our school health services staff and confirmed with PHMDC on any quarantine recommendations. Every situation is unique, so what happens in another classroom, might be different than your student's situation.

Salud familias híbridos del MS,

¡Estamos muy emocionados de tener estudiantes de regreso en el edificio! Extrañamos a nuestros estudiantes y será genial estar de regreso. Para mantener a todos seguros, saludables y nuestras escuelas abiertas; Compartimos los siguientes recordatorios.

- Siga el reconocimiento de Covid que firmó al registrarse. [Reconocimiento de salud de Covid para estudiantes](#)
- Por favor, envíe a su estudiante a la escuela con una [cubierta facial](#). Si el de ellos se ensucia o se pierde, tenemos extras.
- Por favor, mantenga a su estudiante en casa si no se siente bien. Debemos ser muy minuciosos para identificar cualquier síntoma de enfermedad. Aquí está el enlace al formulario de clasificación de PHMDC-Public Health Madison Dane County y DPI -Department of Public Instruction que estamos siguiendo. [Protocolo covid-19 cuando enviar un estudiante a casa](#).
- Si mantiene a su estudiante en casa, por favor llámenos y avísenos. Este año, cualquier ausencia relacionada con Covid será justificada médicamente. Esta es una recomendación del Departamento de Servicios de Salud del DHS, PHMDC y DPI. Incluso si su estudiante no tiene Covid, pero lo mantiene en casa debido a una posible exposición o necesidad de pruebas, avísenos y lo disculparemos.
- Si su hijo se enferma en la escuela, tenga un plan con sus contactos de emergencia para que pueda recoger a su hijo lo más rápido posible.
- Si su estudiante o un contacto cercano ha dado positivo por Covid, por favor notifiquenos y siga las pautas de DHS, PHMDC que estamos siguiendo. [Covid - 19 cuando un estudiante o el personal pueden regresar a la escuela](#). Esto puede resultar confuso; llámame o envíame un correo electrónico si necesita ayuda para determinar los próximos pasos.
- Si su estudiante tiene un contacto cercano en la escuela, se lo notificaremos. Cada situación será investigada por nuestro personal de servicios de salud escolar y confirmada con PHMDC sobre cualquier recomendación de cuarentena. Cada situación es única, por lo que lo que sucede en otro salón de clases puede ser diferente a la situación de su estudiante.
- ¡Llámame o envíame un correo electrónico con cualquier pregunta o aclaración! Esto es nuevo y diferente para todos nosotros y, si trabajamos juntos, espero que podamos mantener nuestro aprendizaje híbrido.

C. J. Goodwin, RN BSN Enfermera  
Enfermera del distrito escolar 6-12 grado  
Distrito escolar del área de Mount Horeb  
608-437-7266



## **MOUNT HOREB MIDDLE SCHOOL**

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