



# K-12 SCHOOL REQUIREMENTS DURING COVID-19

Public Health Madison & Dane County  
July 15, 2020

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- This document outlines safety requirements should schools reopen. It is not a decision whether to reopen schools for the 2020-2021 school year.
- For guidance reference the Wisconsin Department of Public Instruction's [Education Forward Document](#).
- 4K must follow the child care requirements under PHMDC's Order and must follow all regulatory and licensing requirements. Whichever requirements are more restrictive, those requirements must be followed.

## SUMMER SCHOOL REQUIREMENTS

Schools must abide by the following:

- i. Develop and implement a written hygiene policy and procedure that includes:
  1. Establishing expectations that employees and students who have a fever or other symptoms of COVID-19 do not come or remain at school.
  2. Establishing hand-washing expectations and ensuring supplies are available to employees and students.
  3. Describing proper cough and sneeze etiquette.
- ii. Develop and implement a written cleaning policy and procedure that includes:
  1. Guidelines for cleaning and disinfecting frequently touched surfaces multiple times a day.
  2. Guidelines for cleaning common areas between use.
  3. Protocols for cleaning and disinfecting in the event of a positive COVID-19 case on site.
- iii. (Updated July 15, 2020) Develop and implement a written protective measure policy and procedure that includes:
  1. Ensuring students ages 5 and up wear face coverings indoors and on buses.
  2. Ensuring employees are provided with and wear a face covering indoors and on buses.
  3. Ensuring students and employees with face coverings are at least six (6) feet from other students and employees to the greatest extent possible.
  4. Ensuring students and employees with face coverings are at least six (6) feet from other students and employees on buses to the greatest extent possible.
  5. Ensuring that students who cannot wear a face covering maintain at least six (6) feet distancing at all times from other students and maintain six (6) feet distancing from employees to the greatest extent possible.
  6. Ensuring that employees who cannot wear a face covering maintain at least six (6) feet distancing at all times from other employees and maintain six (6) feet distancing from students to the greatest extent possible.
  7. Exceptions and exemptions to the face covering Order include:
    - Eating or drinking.
    - Communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
    - Obtaining a service that requires the temporary removal of the face covering.
    - When necessary to confirm the individual's identity.
    - When federal or state law prohibits wearing a face covering.

- Individuals for whom wearing a face covering would create a risk to the person related to their work, as determined by government safety guidelines.
    - Individuals with a medical condition, mental health condition, or disability that prevents them from wearing a face covering.
  - 8. Ensuring that student and employee groupings are as static as possible by having the same group of students stay with the same employees as much as possible. Restrict mixing between groups as much as possible.
- iv. (Updated July 23, 2020) Develop and implement a written action plan for a COVID-19 outbreak at the school. This plan must include a strategy to communicate school closures, return to virtual learning, or other time sensitive issues.
  - \*A full action plan must be in place before the fall school year starts. For in-person summer school, there must be a plan to quarantine employees and students that have been exposed or are experiencing symptoms of COVID-19. Be prepared to follow protocols established in the [Employee testing positive for COVID-19 Q&A \(Spanish / Mandarin\)](#) in case there is a positive case at the school. Childcare providers/summer schools should report employees and children with a positive COVID-19 test to Public Health by calling (608) 266-4821. During business hours, ask for the Communicable Disease Nurse on-call. After business hours, leave a message. Any message left after business hours or during the weekend will be returned on the next business day.
- v. Document employee receipt, acknowledgement, or training on the policies listed above.
- vi. Post PHMDC's [Workplace requirements for employers and workers](#) (English, Spanish, and Mandarin versions are included) guidance document in a prominent location where all employees may access and view.
- vii. Follow the requirements for individual group or classroom sizes:
  1. Individual groups or classrooms cannot contain more than fifteen (15) students if age 12 or under.
  2. Individual groups or classrooms cannot contain more than twenty-five (25) students if age 13 or older.

## SCHOOL 2020-2021 REQUIREMENTS

Dane County school requirements for the 2020-2021 school year are founded on evidence-based strategies to minimize the risk of COVID-19 transmission. Schools should be prepared for changes and/or additional requirements or orders to be put forth at any time based on local data, emerging evidence and best practices.

Schools must abide by the following:

- i. Develop and implement a written hygiene policy and procedure that includes:
  1. Establishing expectations that employees and students who have a fever or other symptoms of COVID-19 do not come or remain at school.
  2. Establishing hand-washing expectations and ensuring supplies are available to employees and students.
  3. Describing proper cough and sneeze etiquette.
- ii. Develop and implement a written cleaning policy and procedure that includes:
  1. Guidelines for cleaning and disinfecting frequently touched surfaces multiple times a day.
  2. Guidelines for cleaning common areas between use.
  3. Protocols for cleaning and disinfecting in the event of a positive COVID-19 case on site.
- iii. Develop and implement a written protective measure policy and procedure that includes:
  1. Ensuring students ages 5 and up wear face coverings indoors and on buses.
  2. Ensuring employees are provided with and wear a face covering indoors and on buses.
  3. Ensuring students and employees with face coverings are at least six (6) feet from other students and employees to the greatest extent possible.

4. Ensuring students and employees with face coverings are at least six (6) feet from other students and employees on buses to the greatest extent possible.
  5. Ensuring that students who cannot wear a face covering maintain at least six (6) feet distancing at all times from other students and maintain six (6) feet distancing from employees to the greatest extent possible.
  6. Ensuring that employees who cannot wear a face covering maintain at least six (6) feet distancing at all times from other employees and maintain six (6) feet distancing from students to the greatest extent possible.
  7. Exceptions and exemptions to the face covering Order include:
    - Eating or drinking.
    - Communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
    - Obtaining a service that requires the temporary removal of the face covering.
    - When necessary to confirm the individual's identity.
    - When federal or state law prohibits wearing a face covering.
    - Individuals for whom wearing a face covering would create a risk to the person related to their work, as determined by government safety guidelines.
    - Individuals with a medical condition, mental health condition, or disability that prevents them from wearing a face covering.
  8. Ensuring that student and employee groupings are as static as possible by having the same group of students stay with the same employees as much as possible. Restrict mixing between groups as much as possible.
- iv. Develop and implement a written action plan for a COVID-19 outbreak at the school. This plan must include a strategy to communicate school closures, return to virtual learning, or other time sensitive issues.

\*Be prepared to follow protocols established in the [Employee testing positive for COVID-19 Q&A \(Spanish / Mandarin\)](#) in case there is a positive case at the school. An action plan template for a COVID-19 outbreak at the school will be provided by PHMDC before the start of the school year.
  - v. Document employee receipt, acknowledgement, or training on the policies listed above.
  - vi. Post PHMDC's [Workplace requirements for employers and workers](#) (English, Spanish, and Mandarin versions are included) guidance document in a prominent location where all employees may access and view.
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## CONSIDERATIONS

- As per guidance in the Wisconsin Department of Public Instruction's "Education Forward", schools should embed equity in their planning process. Schools should be prepared to support all students with other learning models, including modified or hybrid and 100% virtual learning.
- Schools must be ready to accommodate students unable to attend in-person learning. There are many reasons students may be unable to participate in an in-person education setting during COVID-19, including personal and family risk factors. Schools must be prepared to support virtual learning for any student who requires remote learning.