



Willoughby-Eastlake City Schools

Preparing for 2020-2021



A Reopening Guide for Families & Staff

Safe · Smart · Strong

Dear Willoughby-Eastlake Families and Students,



On behalf of Willoughby-Eastlake Schools, I would like to thank our community for the great consideration and patience they have shown during these difficult months. Inside of this document you will find our plans to return to school for the 2020-2021 school year.

The world, our communities and our schools have transformed into places where all decisions are made with one primary goal, to keep people healthy while stopping the spread of COVID-19. As we reopen our schools, please be assured that this goal will govern all daily practices.

Our staff members will be returning to their classrooms during the week of August 17th and **students will return to the classroom on August 31st**. The delayed start time will give our staff members an opportunity to participate in profes-

sional development focusing on social justice, Schoology (our new virtual platform that will be used for all online instruction) and also procedures and policies that will be used in our schools with regard to COVID-19.

We have taken great care to follow all mandates set forth by the governor, the Ohio Health Department, the Centers for Disease Control, the Ohio Department of Education and the Lake County General Health District when creating our plan to return to school. As the district receives new and updated mandates, we will adjust practices in our schools and on our campuses. ***I would remind you that although we are planning to return to school, at any time the governor can issue a stay at home order, resulting in school closing and all students returning to online classrooms.***

Thank you for entrusting Willoughby-Eastlake with the education of your children. Together we will work through this new “normal” and together we will remain strong.

Stay well and stay strong,

Steve Thompson

Superintendent

Willoughby-Eastlake City Schools

(440) 975 - 3757

Please check your child each morning for symptoms of COVID-19. If they are showing symptoms, please report this to your school, keep them at home and call your healthcare provider.

This is the best way to keep all persons healthy.

SYMPTOMS OF CORONAVIRUS (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough



Sore throat



Fever



Muscle pain



Chills



Shortness of breath or difficulty breathing



New loss of taste or smell



Know your Symptoms

All persons should continue to self monitor for COVID-19 symptoms.

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**. People with these symptoms may have COVID-19:

- Fever or chills - Those with a fever over 100 degrees Fahrenheit will not be permitted to enter the building. Students with a fever over 100 degrees Fahrenheit will be sent home.
- 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

This list does not include all possible symptoms. [CDC will continue to update this list](#) as more is learned about COVID-19.



SYMPTOM CHECKER

Do I have coronavirus, the flu, or the common cold?

SYMPTOMS	COVID-19	FLU	COLD
Fever	Yes	Yes - High	Rare
Cough	Yes - Dry	Yes	Moderate
Shortness of breath	Yes	Yes	Rare
Muscle aches	Yes	Yes - Often	Moderate
Lethargy	Yes	Yes	Mild
Headache	Sometimes	Yes	Rare
Sore throat	Sometimes	Sometimes	Yes
Stuffy or runny nose	Rare	Sometimes	Yes
Sneezing	No	Sometimes	Yes

If you develop **emergency warning signs** for **COVID-19** get medical attention immediately. Emergency warning signs include*:



- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning. For the most current information about COVID-19, please visit: [cdc.gov](https://www.cdc.gov) or [coronavirus.utah.gov](https://www.coronavirus.utah.gov)



801-475-3000
ogdenclinic.com

Source: World Health Organization, The Center for Disease Control.

What if I travel?

Currently, the Ohio Department of Health (ODH) has [travel advisories](#) posted on their website. If a student or staff member has traveled to an area identified by the ODH as “high positivity” and a quarantine is recommended after traveling to this area, Willoughby-Eastlake will not allow student/staff to return to school/work until they have quarantined for 14 days.

Persons returning from international travel will also be required to quarantine for 14 days before returning to district buildings.



WEAR A MASK PLEASE

Help stop the spread of COVID-19



Coronavirus Disease 2019 (COVID-19)



WEAR A MASK. PROTECT OTHERS.

Willoughby-Eastlake Back to School

Back to School.....

The most effective tool used in all schools is social distancing. The district will make every effort to distance students and staff at all times.

In order to keep Willoughby-Eastlake students and staff safe, the following measures will be taken inside of all buildings:

- All policies, practices and procedures used in all Willoughby-Eastlake buildings will follow mandates and guidelines created by the Ohio Department of Health, the Ohio Department of Education, the Lake County General Health District and the office of Governor DeWine. These are subject to change based on the recommendations of these agencies.
- Class schedules and building start and end times will not be changed.
- Students will begin classes on August 31st.
- Specific guidelines have been developed for students visiting school clinics.
- When possible, classroom furniture will be spaced appropriately and will face in the same direction.
- There will be no large group gatherings (assemblies, field trips, etc.).
- In order to minimize the potential for the spread of germs on common surfaces, doors will remain open.
- Students will eat in the cafeteria and will be distanced to the greatest extent possible. Lunch times will be staggered to decrease the number of students in the cafeteria at one time.
- Lockers will not be used; it will be necessary for students to keep all materials with them during the day.
- There will be no shared materials (glue sticks, crayons, pens, etc.).
- Any item that must be used by more than one person (i.e. computers) will be sanitized following each use.
- Students will have assigned seats whenever possible: lunch, in class, on buses.
- School bus disinfection protocol, established by state and local health departments, will be followed daily.

SOCIAL DISTANCING

is trying to keep yourself away from other people during infectious disease outbreaks.



You should maintain a distance of six feet from others and take every effort to distance yourself whenever possible.

Learning Options



Families will have two options for learning environments when students return to school:

Option 1: Attend school in person

- Ride a bus to school (all riders wear a mask)
- Safety protocols in place
- Face coverings worn in grades K-12
- Social distancing when possible



Option 2: Learn from home

- Students enroll for a semester at a time
- Online classes taught by Willoughby-Eastlake staff
- Students engage in online learning and independent assignments
- Curriculum follows the Ohio Department of Education guidelines
- If a child returns to in-person learning, after being in an online setting for a semester, they are not guaranteed to have the same teacher that they had while online.
- A child enrolled in online classes will be eligible to participate in extracurricular activities.
- Students enrolled in Excel TECC programs are able to take their high school classes online but not vocational classes and should carefully review all expectations with their program supervisor before enrolling.

At this time, students in grades K-12 are able to register to remain at home while receiving their education online. The online school option will be provided by the Willoughby-Eastlake City School District teaching staff who will continue to follow state standards utilizing district curriculum resources. Students will be required to participate in both synchronous (live) virtual learning, and asynchronous (working independently on assignments) virtual learning. Students will be expected to participate in all local and state testing as required by the Ohio Department of Education and attendance requirements will apply. For students with an IEP or 504 plan, specific services and accommodations will be reviewed as a team prior to the start of classes. All students will receive instruction in core courses and be provided access to the courses that will enable them to earn the appropriate credits toward promotion and graduation. Based on enrollment and staffing, some elective options may not be available as synchronous (live) courses and will be completed independently as an asynchronous option with teacher monitoring and support. Families will commit to a minimum of one semester of instruction when choosing the online school option.

In order to keep all persons safe, all staff and visitors will be assessed for COVID-19 prior to entering any district facility.

Safe · Smart · Strong

Staying safe, smart, strong.....

There have been several recommendations from the office of Governor DeWine. You can read them here: [COVID-19 Health and Prevention Guidance for Ohio K-12 Schools](#)

In order to keep Willoughby-Eastlake students and staff safe, the following measures will be taken inside of all buildings:

- While in gym class, students and staff will follow the guidelines and restrictions published by the Ohio Department of Health's [Amended Order for Contact Sports](#)
- For the purposes of cleaning and sanitation, the district will continue the use of EPA registered COVID-19 disinfectants. They can be found here: [EPA Registered Disinfectants](#).
- Students will be taught the proper technique for hand washing and they will be directed to do this frequently, especially when they enter the building, prior to dismissal, when hands are dirty, before and after eating and when using the rest room.

- Students will be taught procedures for social distancing during arrival, dismissal, instructional time, lunch, etc.

- Students will be taught procedures for:

- Proper use of PPE
- Symptom identification
- Cough and sneeze etiquette

- Staff members will participate in training specific to the following items as they relate to COVID-19:

- Proper use of PPE
- Hand washing
- Social distancing
- Symptom identification
- Cough & sneeze etiquette

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON

- WASH YOUR HANDS
- PLACE OVER NOSE AND MOUTH
- MAKE SURE YOU CAN BREATHE EASILY

TAKE OFF

- TAKE OFF YOUR FACE COVERING
- FOLD OUTSIDE CORNERS TOGETHER
- PUT ASIDE FOR WASHING
- WASH YOUR HANDS

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS 318394-4 07/20/2020

..... How will it look?



In order to keep Willoughby-Eastlake students and staff safe, the following measures will be taken inside of all buildings (cont'd.):

- Students will not be permitted to bring snacks/treats to school to share with fellow classmates. This includes birthday treats at the elementary level.
- All meetings of parent sponsored organizations will be held in a virtual format for example: boosters, PTO, PTA
- Additional cleaning/disinfecting will be performed before, during and after school. Willoughby-Eastlake has purchased Clorox360 machines for thorough disinfection.
- Except in the case of an emergency, there will be no visitors permitted in W-E buildings. This includes elementary school classroom parties.
- Elementary school students will be going outside for recess on a staggered schedule to decrease the number of students on the playground.
- When social distancing in physical education classes, students will be instructed by their physical education teachers as to when they are able to remove facial coverings.
- To the greatest extent possible, traveling in hallways will be limited.
- Restrooms will be used by a limited number of persons at any given time.
- Information specific to a building will be sent out by building principals.
- Additional hand sanitizer stations will be placed throughout the building in high traffic areas.
- Additional cleaning materials will be in classrooms and available for use throughout the day.
- Increased opportunities will be given throughout the school day for additional handwashing.
- Schools must monitor daily absences of students and staff for trends.
- Students will provide their own hand sanitizer to be used in addition to the sanitizer supplied by the district.
- Upon entering the building, all persons will have their temperature taken. Any person with a temperature of 100 degrees or higher will not be permitted to enter. A student that has come to school with a temperature of 100 degrees or higher will be immediately quarantined and sent home.

Facial Coverings

As stated in Governor DeWine's health and prevention guidelines, "Use of cloth face coverings can reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19." Because of this, Willoughby-Eastlake City Schools will require the use of masks on all properties to reduce the spread of germs. When possible, the district will always use social distancing as the first line of defense.



Persons on Willoughby-Eastlake campuses will be required to wear masks, unless they are unable to do so due to medical reasons. Persons unable to wear a mask will be required to present written documentation to their home school written by their healthcare provider.

- All Willoughby-Eastlake employees will be required to wear a mask when on campus. Facial coverings may be removed when an employee is working alone in an assigned area and while eating.
- All students, regardless of age, are required to wear a mask when traveling on a school bus and will sit in an assigned seat.

- All students in grades K-12 will be required to wear a mask on campus and in school, when social distancing is not possible (students are in a group or less than 6 feet from other persons). Students that are working independently, and are socially distant, will be permitted to work without a mask as determined by W-E staff.
- Student masks will be provided by parents/family.
- Students will not be required to wear a mask while eating.
- All visitors on Willoughby-Eastlake campuses will be required to wear a mask at all times.
- If it is necessary for a visitor to enter the building, they will be assessed for COVID symptoms prior to entering.
- Persons unable to wear a mask must provide written documentation from a healthcare provider. If a staff member has an exemption from wearing a mask, they will wear a face shield at minimum.



Someone in our school is sick. What now?

In order to ensure the health and well being of our families, students and staff, it is imperative that the district follow all mandates set by Governor DeWine's office and the state and local health departments.

Rev. 1/2021

If a person in a school building were to become ill or exhibit signs and symptoms of COVID-19:

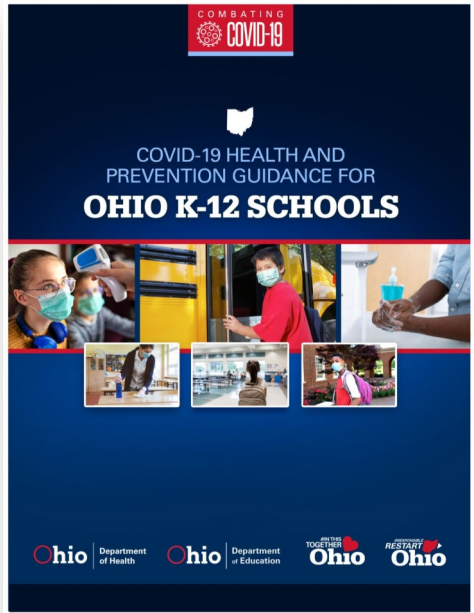
- Any person showing signs of illness will be immediately quarantined in a designated location in their school building. Once quarantined:
 - Temperature will be taken by designated school personnel wearing appropriate PPE.
 - Any person exhibiting symptoms will be sent home and will be referred to appropriate health care professional or a COVID - 19 testing site.
 - COVID-19 symptomatic person cannot return to school until they meet current CDC criteria for return to work/school.
- Areas of the building occupied by a person with symptoms will be thoroughly sanitized.
- Local health department protocol will be followed with regard to reporting of persons in the building exhibiting symptoms.
- Willoughby-Eastlake will inform persons of potential exposure within our district facilities. All persons notified should follow quarantine and other recommendations from local health departments, Willoughby-Eastlake City Schools and their healthcare provider.

W-E School District
COVID-19 HOTLINE
(440) 283-4401

If a person in a school building were to test positive for COVID-19 or is in the presence of another person testing positive for COVID-19:

- Any person testing positive for COVID-19 must refrain from entering a Willoughby-Eastlake building for a minimum of 14 days.
- Any person testing positive for COVID-19 must present the school with documentation of their positive test and must follow district quarantine protocols prior to returning.
- Individuals who test positive for or are suspected to have COVID-19 must experience an improvement in symptoms and isolate for a period of time before returning to school.
- Individuals who are in the presence of someone that has tested positive for COVID-19 must follow all recommendations set by the local health department, Willoughby-Eastlake City Schools and must contact their home school.
- Any student that has tested positive for COVID-19 AND participates in any W-E extracurricular activity will be required to obtain a "clear to participate" note from their physician before returning to their extracurricular activity.

Rev. 1/2021



Instructional Delivery Plan

Willoughby-Eastlake City Schools is implementing both remote learning as well as in-person learning. As a part of the response plan, the district has aligned the return to learning plan with the State of Ohio Color Coded Risk Assessment Plan. The district color coded plan represents movement in learning formats for students attending in-person classes rather than those attending school virtually.

Willoughby-Eastlake Instruction Aligned with Ohio Color Coded Risk Assessment			
Level 1 Yellow	Level 2 Orange	Level 3 Red	Level 4 Purple
IN-PERSON LEARNERS			
In Person In-person learners: All staff and students attend school five days per week.	In Person In-person learners: All staff and students attend school five days per week.	In Person or Remote In-person learners: W-E District will seek advice from the Lake County General Health District and evaluate the situation when the county goes Red. W-E families should be prepared to turn to remote learning if deemed so by LCGHD and W-E Board of Education.	Remote In-person learners: All students will participate in remote learning from home utilizing Schoology. Students will move to a virtual platform along with their classroom teacher.
*In-person learning will be based on the Lake County Risk Levels above.			
Level 1 Yellow	Level 2 Orange	Level 3 Red	Level 4 Purple
VIRTUAL LEARNERS			
Virtual learners: All staff and students attend/participate in school five days per week utilizing Schoology.	Virtual learners: All staff and students attend/participate in school five days per week utilizing Schoology.	Virtual learners: All staff and students attend/participate in school five days per week utilizing Schoology.	Virtual learners: All staff and students attend/participate in school five days per week utilizing Schoology.

Extracurricular Activities

Rev. 1/2021

- If students are quarantined for any reason, they may not participate in extracurricular activities.
- If a building is closed for the purpose of quarantine, all extracurricular activities may be suspended.
- In the event Lake County were to be identified as a Red/Level 3 county, all extracurricular activities may be suspended until further notice.
- In the event Lake County were to be identified as a Purple/Level 4 county, all extracurricular activities will be immediately suspended until further notice.

Transportation

School transportation will be available five days per week per established boundaries.

Food Service

Food Service will be available to students in the traditional setting five days per week.

Face Coverings

The following criteria should be used when wearing a face covering to ensure maximum effect:

- It should fit snugly but comfortably against the sides of the face
- It should be secured by ties or loops to maintain fit
- It should be constructed with multiple layers of cloth or material
- It should allow the user to breathe without restriction
- It should be washed daily or replaced if washing cannot be accomplished

State of Ohio Color Coded Risk Assessment

Ohio COVID-19 Risk Level Guidelines for the Public

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

LEVEL 1-4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS

Over 60% of Ohioans are considered high-risk based on CDC guidance. High-risk individuals* are at an increased risk of severe illness and should take every precaution to guard against contracting COVID-19, including following higher risk level guidance outlined below. Consult a doctor about your risk.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.** Maintain social distancing of at least 6 feet from non-household members. Wear face coverings in public, especially when social distancing is difficult to maintain. Increase caution when interacting with others not practicing social distancing or wearing face covers. Avoid traveling to high-risk areas. Follow good hygiene standards, including: <ul style="list-style-type: none"> Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizer frequently. Avoid touching your face. Cover coughs or sneezes (e.g., into a tissue, or elbow). Symptom self-evaluation monitoring. 	<ul style="list-style-type: none"> Same guidelines as in Level 1. Avoid contact with anyone who is considered high-risk. High-risk individuals* should take extra care to follow precautions. Decrease in-person interactions outside household. Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible. 	<ul style="list-style-type: none"> Same guidelines as in Levels 1-2. Decrease in-person interactions with others. Consider necessary travel only. Limit attending gatherings of any number. 	<ul style="list-style-type: none"> Same guidelines as in Level 1-3. Stay at home/ necessary travel only.

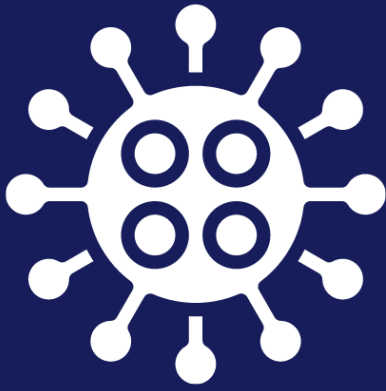
Households should assume that if one person is sick every person living there is as well and should take appropriate measures to control the spread, which should include self-quarantining and contacting a doctor.

COMMUNICATION

It is the goal of Willoughby-Eastlake City Schools to provide clear and consistent communication at all times in and out of school. This will be even more important during a period of a pandemic. Information concerning the district's COVID-19 response will be communicated through a variety of platforms:

- Our website: www.weschools.org
- School Messenger messages
- Video broadcasts posted on the district website and Facebook
- Social media: [Facebook](#), [Twitter](#)





WILLOUGHBY-EASTLAKE SCHOOL DISTRICT

COVID-19 RESPONSE



Protocol for ALL schools

Elementary, Middle & High Schools

ACTION PLAN FOR CONFIRMED COVID-19 CASE(S)

Below are the steps the district will take when a confirmed Covid-19 case has been identified in a Willoughby-Eastlake building. This plan has been created in collaboration with the Lake County General Health District (LCGHD).

1

CONFIRMED COVID-19 CASE(S)



When confirmed cases are reported, the district consults with the LCGHD and the affected person(s) to confirm dates, symptoms, and appropriate protocol specific to the situation.

2

CLOSE CONTACTS ARE CONFIRMED & CALLED

Persons who were in CLOSE CONTACT with the student or staff will receive a notification from the district and a phone call from the LCGHD. (Close Contact = within 6 feet of the affected person for a total of 15 minutes or more over a 24-hour period.)

3

TRANSITION



Impacted students will be contacted by the district. When necessary transition to virtual learning will take place. Close contacts should monitor symptoms daily. All classrooms and buildings are subject to closure due to inability to staff and recommendations of LCGHD.

4

BUILDING AREA CLEANED & SANITIZED

Each area of the building where the affected person traveled will be thoroughly cleaned and sanitized.

* This plan will continue to be updated as the district receives updated facts and guidelines.

Important Guidelines & Facts

COVID-19: Quarantine vs. Isolation

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



If you are sick and think or know you have COVID-19



- Stay home until after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved



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.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What's the Difference?

Click picture below to view a video about the difference between Quarantine and Isolation.



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

14-Day Quarantine Guidelines

	mon	tue	wed	thu	fri	sat	sun
Last close contact with person who has COVID-19			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	14 DAY QUARANTINE	

← Last day of quarantine

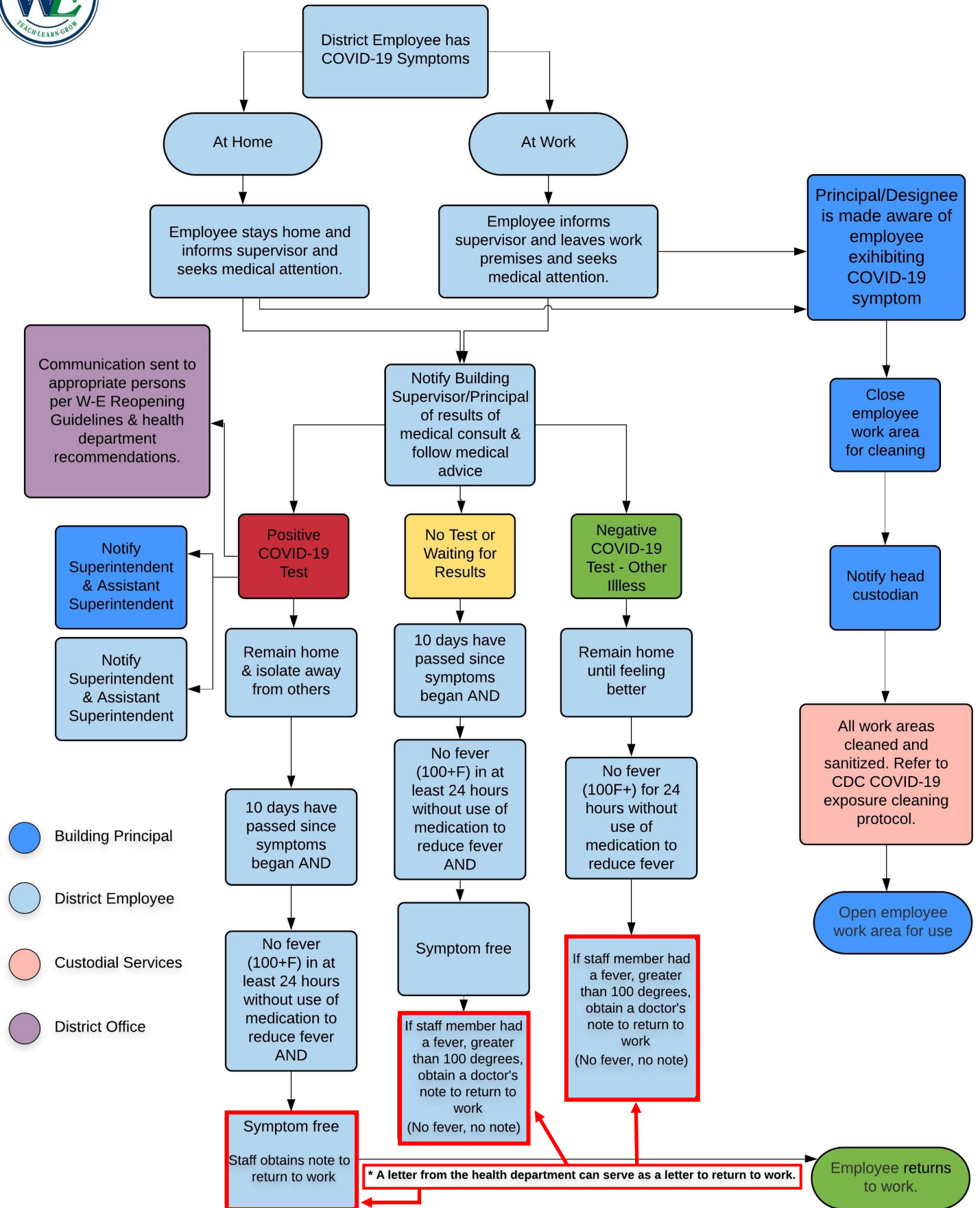
I had close contact with someone who has COVID-19.

- Your last day of quarantine is 14 days from the date you had close contact.
- Date of last close contact with person who has COVID-19 + 14 days = end of quarantine.
- If you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.



COVID-19 Response Protocols

Willoughby-Eastlake Employee with COVID-19 Symptoms





COVID-19 Response Protocols

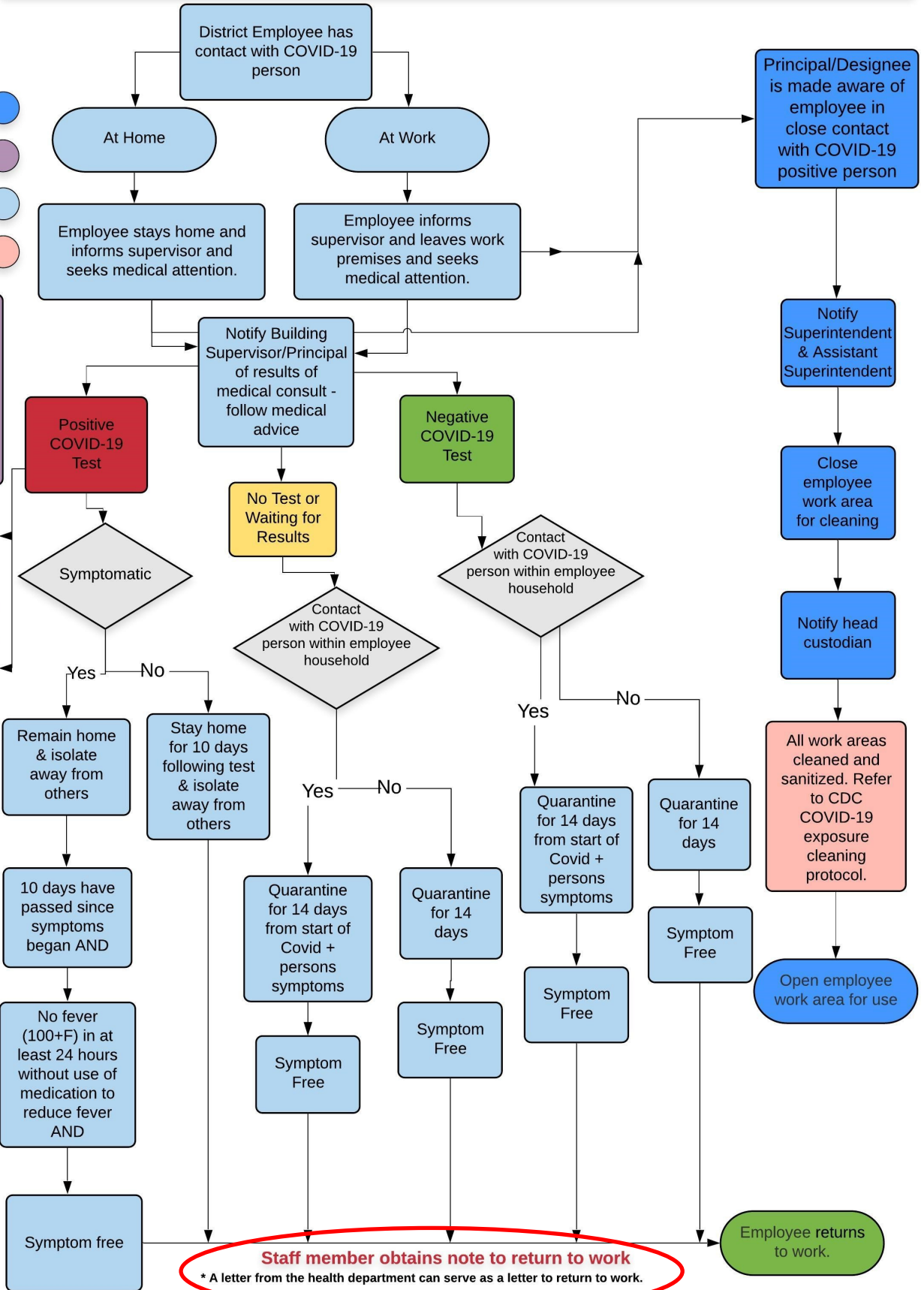
Willoughby-Eastlake Employee in Close Contact with Confirmed COVID-19 Person

- Building Principal ●
- District Office ●
- District Employee ●
- Custodial Services ●

Communication sent to appropriate persons per W-E Reopening Guidelines & health department recommendations.

Notify Superintendent & Assistant Superintendent

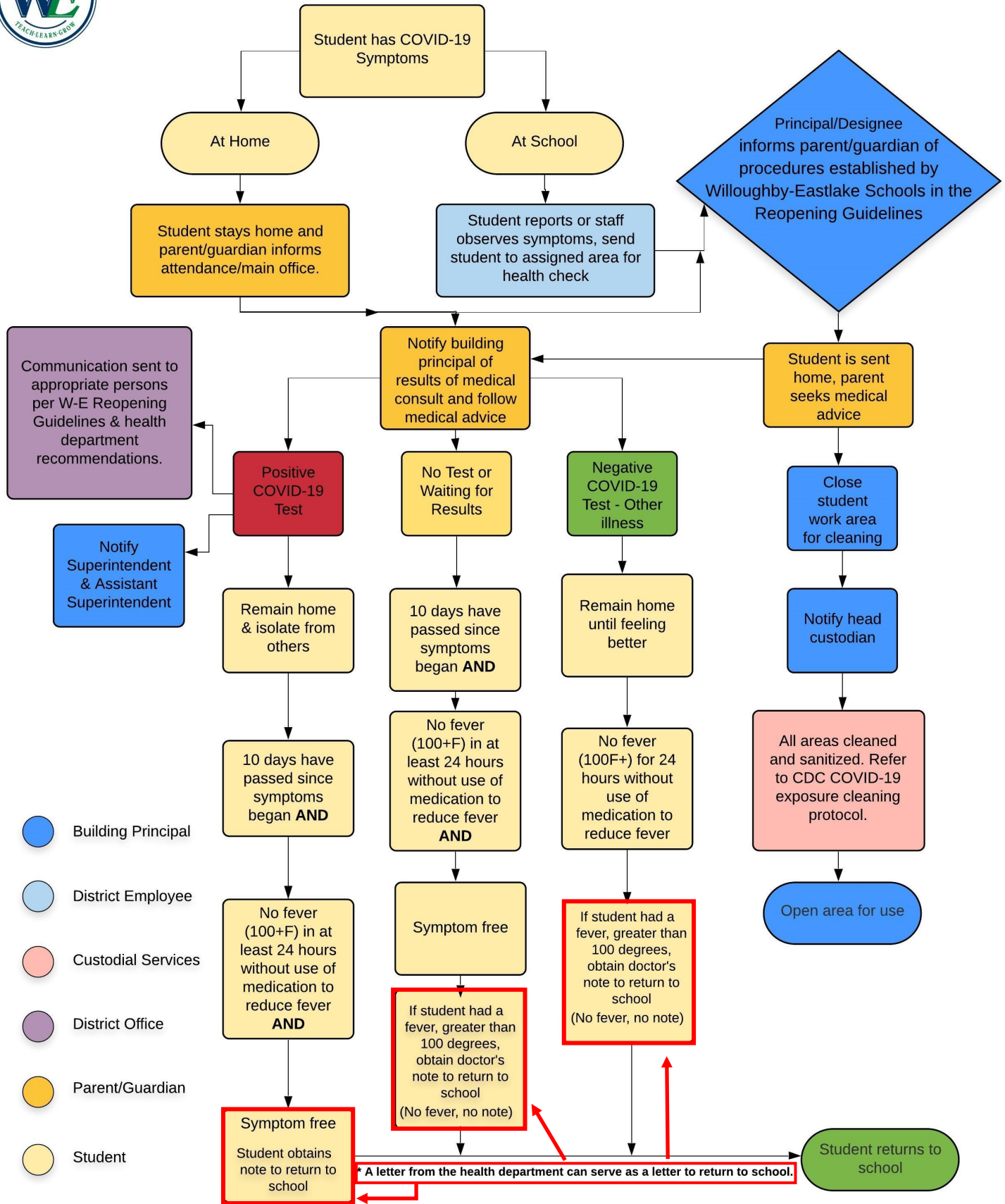
Notify Superintendent & Assistant Superintendent





COVID-19 Response Protocols

Willoughby-Eastlake Student with COVID-19 Symptoms



- Building Principal
- District Employee
- Custodial Services
- District Office
- Parent/Guardian
- Student

* A letter from the health department can serve as a letter to return to school.



COVID-19 Response Protocols

Willoughby-Eastlake Student in Close Contact with Confirmed COVID-19 Person



- Building Principal
- Student
- District Office
- Parent/Guardian
- Custodial Services

Student obtains note to return to school
 * A letter from the health department can serve as a letter to return to school.

Important Updates



You 

You can find us on YouTube...

The district will continue to keep you updated on changes in procedures brought on by COVID-19.

[Click here for updates >>>](#)

IMPORTANT NOTE

Although Willoughby-Eastlake is planning to return to school, at any time the governor can issue a stay at home order, resulting in school closing and all students returning to online classrooms.

**CONNECT
WITH US**



[Ohio Department of Health](#)

[Lake County General Health District](#)

[United States Centers for Disease Control \(CDC\)](#)

- WILLOUGHBY-EASTLAKE CITY SCHOOLS -

STUDENT ABSENCE

A Friendly Reminder

Please remember to follow these steps when your student will be late or not attending school. [This applies to in-person and remote learning.](#)

STEP 1

- Call your student's school Attendance Line and leave a message excusing their absence.

STEP 2

- If COVID-19 related:
 - Call your child's doctor for further instructions.
 - Call our Covid Hotline number at (440)283-4401 to report a student's COVID-19 test results or quarantine status so we can contact trace within our buildings.

www.weschools.org

Events and resources available to Willoughby-Eastlake families will be updated on the district website, Facebook and distributed via email.

Together, W-E will remain strong.

#WEStrong

Teach - Learn - Grow

Willoughby-Eastlake City Schools - 35353 Curtis Blvd. - Eastlake OH 44095