

**Converse County
Request for Exception**

In accordance with the third continuation and modification of statewide Public Health Orders 1-3 Issued by Governor Gordon on April 28, 2020, a Request for Exception is made for a variance to the Orders.

Facility Name:	Converse County School District #1	Telephone:	307.358.2942
Contact Person:	Dr. Paige Fenton Hughes	Telephone:	
		Email:	phughes@ccsd1.org
Mailing Address:	615 Hamilton	Fax Number:	307.358.3934
City:	Douglas,	State/Zip:	WY 82633
Order # for which this exception is being requested: <u>Statewide Public Health Order Continuation and Update on Public Spaces</u>			
Date on which this exception will begin: May 11, 2020			
Basis for Exception			
<p>The specific reason(s) for the request, including why compliance with the order cannot be accomplished or should be given special consideration: The school district intends to comply with the order; however, this request is for a very small number of students and staff (not more than 10 total persons at any one time in any one building) to access the school buildings for very specific educational needs of individual students. It's vital for district personnel to "touch base" with these students and provide essential services before we go into the summer months, and the students have been without these services for a number of weeks now.</p> <p>See attached explanation.</p>			



Dr. Paige Fenton Hughes
Superintendent

Converse County School District #1

615 Hamilton Street
Douglas, Wyoming 82633

May 5, 2020

TO: Dr. Mark Campbell, Converse County Health Officer
Darcey Cowardin, Converse County Health Nurse

FROM: Dr. Paige Fenton Hughes, Superintendent

Converse County School District #1 is requesting a variance from the school closure order to bring very small numbers of students into our schools for specialized educational services tailored to their individual needs. Please see the details of our plan below.

Student groups who may need to access on-site services include but are not limited to

- Intensive special education students
- Students with other specific special needs
- Students who have not engaged in adaptive learning
- Students who are vulnerable or require a safety check (food insecure, welfare concerns)
- Students who have a particular learning need.

Variance Standard Protocols

1. Any employees who can continue to work remotely will do so.
2. No students or staff will be required to be on-site during.
3. Employees or students who are health compromised, have an underlying condition, or have other extenuating circumstances will not work on-site or receive instruction or services on-site.
4. No more than ten (10) people including students and staff members will access a building at one time.
5. Prior to entering any building the parent of the student and any staff member working with students will fill out a screening form regarding the presence of any signs of illness each day (cough, fever, breathing difficulties, headache, body aches, sore throat), and if illness is suspected or they answer "yes" to any question on the screening form, the student(s) will not be allowed to attend any class. The student(s) will be asked to contact the school nurse and encouraged to contact their medical provider. All persons entering a building will have a temperature check done and immediately wash hands. If a person's temperature is over 100.4, that person will not be allowed to enter the building.
6. A detailed list of staff members and students who enter the school buildings will be kept and maintained on a daily basis. The list will include: name, date, time, and location visited.

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7. All students and staff must wear appropriate PPE; masks must be worn at all times.
8. Any illnesses will be reported to the building administrator, teacher, and nurse immediately.
9. All required on-site activities will be structured so all social distancing protocols can be followed at all times by spacing seating and scheduling students to complete assignments in a staggered fashion. A distance of six (6) feet will be maintained between individuals at all times.
10. Student and faculty movement will be limited to designated classrooms and bathrooms.
11. Students and staff will receive training on proper hygiene practices, understand they must comply with all guidelines, and sign off on all guidelines. Adherence to these requirements will be enforced in the classrooms. The building administrator will be contacted in the event of any suspected non-compliance. The following hygiene practices will remain in place at all times
 - Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces, between each task, and after working with individual projects
 - Avoid touching the face
 - Sneeze or cough into a tissue, or the inside of the elbow
 - Disinfect frequently used items and surfaces as much as possible
 - Use face coverings and/or other PPE while in public and while in any school building
 - Allow only one student in the bathroom at a time
 - No supplies will be shared among students.
11. Visitors to any school sites will be prohibited. Parents must remain in their cars, and students will be brought out of the buildings.

Variances Instructional and Service Delivery

- Students may work one-on-one with in the classroom setting.
- Students may work in pairs or very small groups if they share a specific need and all guidelines are followed.
- Students may receive specialized services (OT, speech, adaptive PE) if necessary and if the services can be delivered safely.
- Students may receive counseling.
- Students may remediate or extend learning, receive direct instruction, complete homework, independent work, or assessments, or any other learning activity aligned to the guaranteed and viable curriculum or required by an IEP.
- Instructional methods will adhere to the district's instructional framework.

Variance Transportation Plan

Students who are approved to access school services or instruction on-site may also, in limited circumstances, access school transportation.

- Transportation may be offered to parents and provided using a school vehicle. Social distancing protocols will be followed.
- Appropriate PPE must be worn by the bus driver and all students; masks are required.
- A maximum of two (2) students will be transported in a school suburban.
- Students may also be transported by school bus. All riders will abide by social distancing protocols.
 - a. Only one student per seat on a school bus
 - b. At least two seats shall be left open between students on a bus
- School vehicles and buses will be cleaned and sanitized between each route.

Variance Facilities Plan

- At the end of the class session all equipment will be wiped down using any of the following:
 - a. Clorox/Lysol Disinfecting wipes
 - b. 70% or greater Isopropyl alcohol sanitizing wipes
 - c. Cavi-Wipes
- All spaces will be cleaned by the district's custodial staff each day with added focus on high touch surfaces of door handles, sinks, faucets, drinking fountains, light switches and handrails using EPA approved disinfectant cleaners.
- Each classroom will have spray bottles of disinfectant and microfiber rags to use before and after each session in which students and faculty are occupying spaces. All high touch surfaces and pieces of equipment that are used by faculty and students will be wiped down before and after classes.
- Students and staff will enter/exit from designated locations only.
- A limited number of classrooms, bathrooms, and other locations in the building will be used.

Nutrition Services Plan

- **If students are on-site for meals, they will be served in classrooms, not lunchrooms.**
- **All kitchens will be cleaned according to CDC, USDA, and state guidelines.**
- **Extra precautions will be taken with regard to food safety.**
- **No self-serve options will be allowed.**

Thank you for your consideration of our plan to allow a very small number of students into our school buildings for specific purposes only. Please let us know if you require further information.

By signing below, I attest that all information provided in this document is correct and will be followed. I also acknowledge that, if granted a copy of the approval will be clearly posted on the entrance to the facility it pertains to.

I understand that this request will be returned to Converse County Public Health and they will forward it to the County Health Officer. It will then be forwarded to the State Health Officer for approval. The time line for state approval is unknown at this time.

I understand I will not be able to operate under this plan until the request is approved.

I also understand approvals will be data-driven and based on state and county metrics.

By executing this request for exemption, the undersigned hereby acknowledges that they have reviewed the requirements of all statewide health orders, that the County Health Officer, the Incident Management Team and its members, as well as Converse County, Wyoming and its officials, have in no way represented whether or not this request will be successful and that the undersigned has completed this request without any promise or understanding from any of the above that this request will be approved. The approval authority lies first with the County Health Officer. If the Request satisfies the County Health Officer's review the Request will be forwarded to the State Health Officer for approval. Approvals are largely based upon the contents of the Request for Exemption.

PRINTED NAME: Dr. Paige Fenton Hughes	SIGNATURE <i>Dr. Paige Fenton Hughes</i>	DATE SIGNED 5.5.2020
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Submit completed form to: johnna.shepherd1@wyo.gov

Office Use Only			
<input checked="" type="radio"/> Approved <input type="radio"/> Approved with revisions <input type="radio"/> Not Approved	Comments:		
Signature: Mark S. Campbell, County Health Officer	<i>Mark S. Campbell</i>	Date Signed:	<i>5/16/2020</i>
<input checked="" type="radio"/> Approved <input type="radio"/> Approved with revisions <input type="radio"/> Not Approved	Comments:		
Signature: Wyoming State Health Officer	<i>[Signature]</i>	Date Signed:	<i>5/7/20</i>

Customer/Patron Use Only
If you feel this facility is non-compliant with the posted Covid-19 operating plan, please call 358-2536 or email: johnna.shepherd1@wyo.gov