



**Pewaukee School District  
Decision Making Guidelines & Process  
COVID-19: Stay Safe to Stay Open Model Phase Changes  
&  
Group, School, and/or District Isolation or Closure**

**Process**

The Pewaukee School District utilizes a team structure outlined in the [PSD COVID-19 Action Planning Framework](#) to support informed decision making in relation to school operations during the COVID-19 pandemic. As articulated in the framework, the *Pandemic Response Team* will bear the responsibility of monitoring and analyzing the external and internal data and conditions and advise the Superintendent in making decisions regarding modifications to plans, changes in plan phases, and decisions to isolate groups or implement school or district closures.

**Phases**

The Pewaukee School District [Reopening Plan](#) presents a **four phase model** that articulates a framework for operations with progressive levels of in-person student attendance in addition to a virtual only opt-in model for students. The District will constantly monitor and evaluate conditions and consider changes to less restrictive (higher levels of in-person attendance) or more restrictive (lower levels of in-person attendance) phases to maintain safety and support ongoing school operations. These four Phases include: (Virtual Opt-In Students are not impacted by Phase changes that only impact those who selected an in-person environment)

- *Phase Zero*: All students access education using virtual learning environments
- *Phase One*: (Initial Phase) Hybrid model in which 50% of the in-person model students attend school at a given time and remain in established cohorts. Students attend school in-person two days a week and learn in a virtual setting three days a week.
- *Phase Two*: Hybrid model in which 100% of in-person model students attend school four days a week and one day a week (Wednesday) in a virtual setting.
- *Phase Three*: 100% of in-person model students attend school for face-to-face instruction five days a week.
- (Note: All phases involve enhanced virus mitigation procedures and protocols)

***A decision to move to a different phase can be made at any time.*** Every effort will be made to provide parents and students as much advance notice as possible. However, a move to more restrictive phases in response to an outbreak could be made with little or no notice if necessary.

### **Closures and/or Group Isolation**

The PSD Reopening Plan anticipates that there will be COVID-19 infections that happen with students and staff during the school year. It is the goal of the school district to manage the spread of the virus through extensive mitigation efforts including the use of cohorting (reducing the interaction between groups), use of face coverings, social distancing, hygiene, sanitation, and symptom monitoring procedures. When infections, and exposures to infected individuals (whether it be inside or outside of the school system) take place, the school district will work in direct partnership with the Waukesha County Health Department to implement **isolation and quarantine procedures** to prevent or reduce the spread of the virus. When notified of an exposure **contact tracing** protocols will be implemented to identify all students and staff who meet the criteria for exposure and implement quarantine to prevent further virus spread. The process for quarantine will typically include 10 to 14 day removal from the school environment and the implementation of virtual learning for those students until it is deemed safe for the student to return. A full description and flowchart outlining the quarantine process is available on our PSD Stay Safe to Stay Open [webpage](#).

Quarantine and isolation procedures will be essential to reduce the likelihood of a more widespread outbreak that may require the closure of a school or the district as a whole. Depending on the circumstances, it may be necessary to temporarily isolate and quarantine a class, a cohort, or a grade level to prevent wider impact from the spread of the virus. Those closures may be necessary to provide time for the completion of contact tracing, for sanitation, or to mitigate an outbreak in a location. The length of such a closure or quarantine may vary depending on the circumstances. It is likely that in most cases larger quarantines or closures of a school or the district would be a minimum of 14-days which is the full incubation period of the virus.

### **Data, Metrics, and other Factors**

The Pewaukee School District will monitor a multitude of metrics, data points, and other factors in the community and within the school system on a daily basis to manage conditions and maintain vigilance so that we are prepared to respond in a timely manner to changing conditions. Community spread is an important factor as it provides crucial information in relation to virus activity surrounding our schools. Detailed information can be accessed publicly on the [Waukesha County COVID-19 Dashboard](#). All Waukesha County school district superintendents participate on a weekly call with the health department and representatives from the County Supervisor's team. In addition, our administration and school nurses have direct access to our assigned county liaison assigned to our school system. As conditions change externally and internally this consultative and collaborative process will continue to support our ability to make informed decisions.

In addition to monitoring the county wide metrics, PSD will maintain and monitor internal data related to disease burden modeling specific to the census tracts that contribute to our school system, school aged children active cases, attendance of students and staff, absences related

to COVID like symptoms or infections, numbers of students and staff in quarantine, and substitute teacher fill rates. All of these factors, along with community virus spread, will be considered in context to determine next steps.

The PSD will provide a weekly summary on our PSD Stay Safe to Stay Open website of the number of student and staff active infections and the number of individuals in quarantine in the district. This summary will be for the district as a whole and any total less than five will simply be reported as <5 to protect individual privacy. Parents will be notified immediately if there is the possibility that your child was exposed to an individual infected with COVID-19.

These are challenging decisions and there is not a single metric or number that necessitates a change in the learning environment. The Department of Health Services (DHS) recently published guidance that describes factors and conditions that may warrant the temporary closure of a classroom, school, or district. **You can read this guidance below:**

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**[DHS Guidance](#) on Changing Learning Environments (see below):**

***Moving Between Different Learning Environments During an Outbreak***

Generally, school and district administrators should **consider temporary classroom, school, or district wide closures or dismissals** linked to cases in the school when:

- Other outbreak mitigation measures were implemented and ineffectual at halting outbreak transmission.
- Logistics of in-person instruction have been seriously impacted due to staff and/or student absences.
- Classroom or schoolwide cleaning and disinfection needs to be completed.
- Extensive contact tracing is needed to identify all contacts (for example, in response to a case that attended a large school event).

School and district administrators should work closely with their local health department to determine the least disruptive level of temporary closure or dismissal needed, or transition to virtual learning, to halt outbreak transmission. The scope of the temporary closure/dismissal should be limited to the smallest unit affected (for example, a cohort, a classroom). Instruction should continue through all virtual learning methods, and can resume in-person (but socially distanced) instruction as soon as safely feasible.

**Classrooms and Cohorts**

School administrators and local and tribal public health officials should consider **temporarily halting in-person instruction in an individual *classroom or student cohort*** when:

- Individual classrooms need to be cleaned and disinfected and no additional rooms are available.
- Contact tracing is being conducted to identify close contacts and additional cases within the classroom/cohort especially when multiple cases need to be traced.
- Other outbreak mitigation measures were implemented, and were ineffectual at halting transmission between classmates.
- A teacher is absent, and a substitute teacher cannot be hired for the full length of the anticipated absence.
- A greater number of students in the classroom are absent than present.

### Individual Schools

School administrators and local and tribal public health officials should consider **temporarily halting in-person instruction in an individual *school*** when:

- The number of absences among teachers or school staff is impeding student instruction, ability to provide student lunch, or other vital school functions
- A greater number of classrooms or student cohorts are absent than present
- Schoolwide cleaning and disinfection needs to be conducted
- Contact tracing is being conducted to identify close contacts and additional cases from multiple classrooms/cohorts especially when multiple cases need to be traced
- Other outbreak mitigation measures were implemented, and were ineffectual at halting transmission between classmates.

### School Districts

School administrators and public health officials should consider **temporarily halting in-person instruction across a school *district*** when:

- The local, county, state or the federal government recommend closure.
- The number of absences among school and district staff is impeding vital district functions.
- Contact tracing is being conducted to identify close contacts and additional cases from multiple schools (for example, in response to a large outbreak linked to a multi-school sporting event).
- Other outbreak mitigation measures were implemented, and were ineffectual at halting transmission at schools in the district.

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It is the goal of the Pewaukee School District to maintain in-person instruction for as many students as possible as long as it is determined to be safe and manageable to do so. The District will make all decisions by applying our core priorities which include - the health and safety of students and staff, the social-emotional wellness of students and staff, and student learning.