

Updated
August 12,
2020

School Re-entry Plan

2020-2021 plan to start school during COVID-19 pandemic

For Families

1st day - August 12 13

Disclaimer

The information in this Re-entry Plan is current as of **July 30, 2020** and presented to the UCCCJSD Board of School Trustees for approval to start the 2020-21 school year on August 12 during the COVID-19 pandemic.

UCCCJSD will continue to monitor new mandates, trends, and recommendations regarding COVID-19. As we move through the school year, information may require us to alter the guidelines provided and approved in this plan.

We will communicate changes and updates in this document throughout the year. Our school website – www.uc.k12.in.us will also be updated regularly with information related to COVID-19.

Guidance and Recommendations

- Governor Holcomb and Executive Orders
- Indiana State Department of Health (ISDH)
- Centers for Disease Control and Prevention (CDC)
- Indiana Department of Education (IDOE)
- Union County Health Department (UCHD)
- UCCCJSD Staff Re-Entry Committee

Gov Holcomb Address on July 1, 2020

- Stage 4.5
- Schools should plan to attend in the fall and provide in-person instruction.
- Children can go back to school on schedule and not endanger other groups.
- “Mask Up Hoosiers” when in public and cannot social distance.

Gov Holcomb Address on July 22, 2020

- Mask Mandate for grades 3-12, faculty and staff
- ~~July 27-August 26 (unless extended)~~
- Applies to all children on the bus (transportation)
- Exceptions
 - Social distancing
 - Health and disability reasons (physician's note or health care provider's conference committee decision)
 - Eating and drinking
 - Recess, PE - social distancing / 15 min proximity
- Face covering (cloth covers nose and mouth)
- Face shield (mask, typically clear plastic, covers nose and mouth)

**July 31- Executive Order 20-39:
extended the deadline:**

**continuing throughout the
public health emergency
unless rescinded or modified
by me (Gov. Holcomb)**

Gov Holcomb Address on July 22, 2020

- 1) where a classroom or place of instruction can be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields do not need to be worn during in-person educational instruction; or
- 2) where a classroom or place of instruction cannot be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields must be worn during in-person educational instruction, however, where an instructor can maintain six feet of social distancing from students, the instructor may remove a face covering or face shield.

Gov Holcomb Executive Order 20-39 (July 31)

- 1) where a classroom or place of instruction can be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields do not need to be worn during in-person educational instruction; or
- 2) Where a classroom or place of instruction can be configured so that all students can maintain at least three (3) feet of social distancing from one another at all times, and where students are positioned to face in the same direction, face coverings or face shields do not need to be worn during in-person educational instruction by students. Instructors must wear a face covering or face shield unless the instructor(s) can maintain six (6) feet of social distancing from students; or

Gov Holcomb Executive Order 20-39 (July 31)

- 3) Where a classroom or place of instruction cannot be configured so that all students can maintain either six (6) feet of social distance or at least three (3) feet of social distancing from one another with students facing the same direction at all times, face coverings or face shields must be worn during in-person educational instruction by students. Instructors must wear a face covering or face shield unless the instructor(s) can maintain six (6) feet of social distancing from students. At the direction of the instructor, a student may be permitted to remove his or her mask on an intermittent or temporary basis.

UCCCJSD - School Choices

WEDNESDAY, AUGUST 12

School starts on-time, in-person, 5 days a week.
UC Online Academy is designed for families
who want an at-home online option.



**Option 1
in-person**



**Option 2
UC Online
Academy**

**First day
August 13,
2020**

Registration for both options

1. Regardless of your option choice, register with our new online registration platform by going to our website or clicking here.
2. If you are choosing the UC Online Academy Option, go to the UC Online Academy Enrollment Form on our website or click here to complete the form. You will be contacted after completing the form. **Deadline is July 31.**

**Plans for in-person:
Slides 12 - 24**

**Plans for UC Online Academy:
Slides 25-28**

What families will do: Children Ready for School

BEFORE YOUR CHILD LEAVES FOR SCHOOL EVERY DAY:

- ❑ Complete a [wellness check](#).
- ❑ Provide a face covering such as a [mask](#). If cloth, clean frequently.
- ❑ Provide a [water](#) bottle daily with your student's name on the bottle.
- ❑ Make sure your child brings his or her [laptop or Chromebook](#) home every day and it is [charged](#) before returning to school.
- ❑ Have your child [wash his or her hands](#) before they leave for school and when they get home from school.

What families will do: Considerations

OTHER CONSIDERATIONS:

- ❑ You may provide your child with a small hand sanitizer bottle to use at school.
- ❑ If you visit the school office, please follow protocols when entering the building (wear a face mask, report to office, leave materials in vestibule).
- ❑ Make sure that we have your most up-to-date contact information in PowerSchool.
- ❑ If your student has ill symptoms, please communicate with the school.

What families will do: Wellness Check

Symptoms for a daily self-screening of each child.

- A fever of **100°F** or higher
- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain, **body ache, or fatigue**
- Headache
- Sore throat
- New loss of taste or smell
- **Runny nose or congestion**
- **Diarrhea, vomiting, or abdominal pain**

When to keep your child home . . .

- If in doubt, stay home and call your medical provider.
- Any student with a fever of **100°F** or higher must stay home.
- Any student who has **any** of the symptoms of COVID-19 should stay home and call their medical provider to be assessed for COVID-19:
 - ~~○ Shortness of breath or difficulty breathing~~
 - ~~○ OR Two of the following symptoms:
 - ~~■ headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea).~~~~
 - ~~○ OR if they experience any symptoms and have been exposed to someone with COVID-19.~~

What schools will do: Social Distancing and Masks

- Masks will be ~~strongly encouraged~~ **required** for students and staff ~~in areas where social distancing is not possible (i.e. bus, hallways, some classrooms)~~.
- Extra masks will be made available for students who do not have a mask.
- Classrooms will space desks when possible with a goal of 6' spacing.
- Teacher desks will be spaced 6' from student desks when possible.
- Seating charts will be assigned for the bus, classrooms, and the cafeteria.
- All field trips have been cancelled or postponed.
- Club meetings will be virtual when possible.
- Expanded space to use for large gathering groups such as choir and band.

What schools will do: Hand Cleaning and Education

- Frequent hand-washing and cleaning will be taught in elementary classrooms.
- Frequent hand-washing will be purposefully and strategically scheduled in all schools.
- Education for all students on COVID-19 and how to prevent the spread.
- Hand sanitizer stations strategically positioned throughout buildings.
- Hand sanitizer supplied in every classroom and bus.
- Hand washing or sanitizing will occur for every student.
 - Before and after breakfast
 - Before and after lunch
 - Before and after recess / PE
 - After restroom
 - After using shared equipment
 - After blowing nose, coughing, or sneezing

What schools will do: Cleaning

- Purposeful use of laptops to replace use of hard materials such as books, worksheets, manipulatives when possible to reduce surface touching.
- Doors to high trafficked areas will be propped when possible to reduce use of handled surfaces.
- Materials and frequently touched items such as gym equipment will be cleaned and wiped after each use.
- Playground (not recess) use will be reduced and playground cleaning will occur daily.
- Water fountains will be turned off and closed except for bottle fillers.
- Laptops will be cleaned daily.
- Electrostatic spray disinfectants have been purchased to assist with cleaning and disinfecting high trafficked areas, classrooms, buses, etc.
- Custodial staff has been trained in proper cleaning and disinfecting to adhere to the CDC guidelines and protocols.

What schools will do: Cafeterias

- No self-serve food items. Hot food will be served.
- Sharing of food will be discouraged.
- Cafeteria seating will be spaced with a goal of 6' spacing.
- Water bottles will be available for every student.
- All trays and utensils will be disposable.
- Extensive cleaning measures includes cleaning and disinfecting between services.
- Social distancing and mask wearing will be practiced in the serving lines.
- Serving lines will also have markings for social distancing.
- Scheduled hand washing prior to entering the cafeteria and going back to class.
- Food service staff will wear personal protective equipment / face shields.
- Engineering controls such as sneeze guards and plexiglass will be implemented in serving areas.

What schools will do: Transportation

- Masks will be ~~strongly encouraged~~ required for all students on the bus. Masks will be provided for students who board without a mask.
- Social distance seating will be implemented when possible.
- Assigned seats and family proximity seating will be implemented when distancing is not possible.
- Some windows will be down to the safety mark to improve air flow.
- Hand sanitizer will be made available.
- Staff will thoroughly clean and disinfect all buses at the conclusion of each bus route.

What schools will do: Visitors / Office

- Anyone who is permitted to enter the school will be required to have a face mask and answer a self-screen check-in sheet at main office.
- Vendors will be asked to present themselves outside of school hours when possible.
- Classroom visitors and speakers will be discouraged.
- We will limit student teachers and observers to 1 per building per semester.
- Guests will drop off any items in the school vestibule to avoid entering the school.
- Outside deliveries such as balloons and flowers will not be permitted.
- Baked good items from home will not be permitted (i.e. birthday treats).
- Parent meetings will be scheduled virtually when possible.

What schools will do: Elementary Schools

- Schedule Changes
 - Adjustment in transition and timing to allow for cleaning in between groups of students
- Learning Recovery
 - Assessments: Formative assessments will be given during first weeks.
 - Students will be trained on laptop use to prepare for remote learning.
- Social-Emotional Learning Focus
 - Implement “morning routine” in each class.
- Recess
 - Grade levels will divide areas used for recess.
 - Playground equipment will be disinfected daily.
 - Students will use hand sanitizer or wash hands before and after use.
 - LES will paint the parking lot and designate safe play areas to expand the play options and spread for students.

What schools will do: Elementary Schools

- Arrival
 - School doors open. Students are to report to their classroom.
 - LES to all students at ~~8:05 a.m.~~ 7:55 a.m.
 - CCUS to all students at ~~7:40 a.m.~~ 7:35 a.m.
 - Breakfast. Students who want breakfast will get grab and go items from the cafeteria to take to their classrooms.
- Dismissal
 - LES:
 - Car riders dismissed at 3:05 p.m.
 - Walkers and bus riders dismissed at 3:15 p.m.
 - CCUS (no change)
 - Early Bus dismissed at ~~2:45~~ 2:40
 - Car riders dismissed at ~~2:55~~ 2:50
 - Walkers at ~~3:00~~ 2:55
 - YMCA bus waiters to designated area at 2:50 (YMCA will organize students in pods for contact tracing).

What schools will do: UC Middle School

- **Schedule Changes**
 - Block schedule will be implemented to simplify student movement throughout the day.
 - Details about the new middle school block schedule will be released by the school.
 - Class and lunch dismissal schedules may be staggered to minimize hall traffic.
- **Learning Recovery**
 - Assessments: Formative assessments will be given during first weeks.
 - Students will be trained on laptop use to prepare for remote learning.
- **Social Emotional Learning Focus**
 - Implement “morning routine” in each class.
- **Arrival**
 - Staggered bus drop off to reduce crowds during arrival.
 - “Grab & Go” breakfast will be eaten in 1st block classroom.
- **Dismissal**
 - Right side hallway traffic patterns.
 - Staggered dismissals to reduce traffic.

What schools will do: UC High School

- **Schedule Changes**
 - Block schedule will be implemented to simplify student movement throughout the day.
 - Details about the new middle school block schedule will be released by the school.
 - Class and lunch dismissal schedules may be staggered to minimize hall traffic.
- **Learning Recovery**
 - Students will be trained on laptop use to prepare for remote learning.
- **Social Emotional Learning Focus**
 - Implement “morning routine” in each class.
- **Arrival**
 - Staggered bus drop off to reduce crowds during arrival.
- **Dismissal**
 - Right side hallway traffic patterns.
 - Staggered dismissals to reduce traffic.

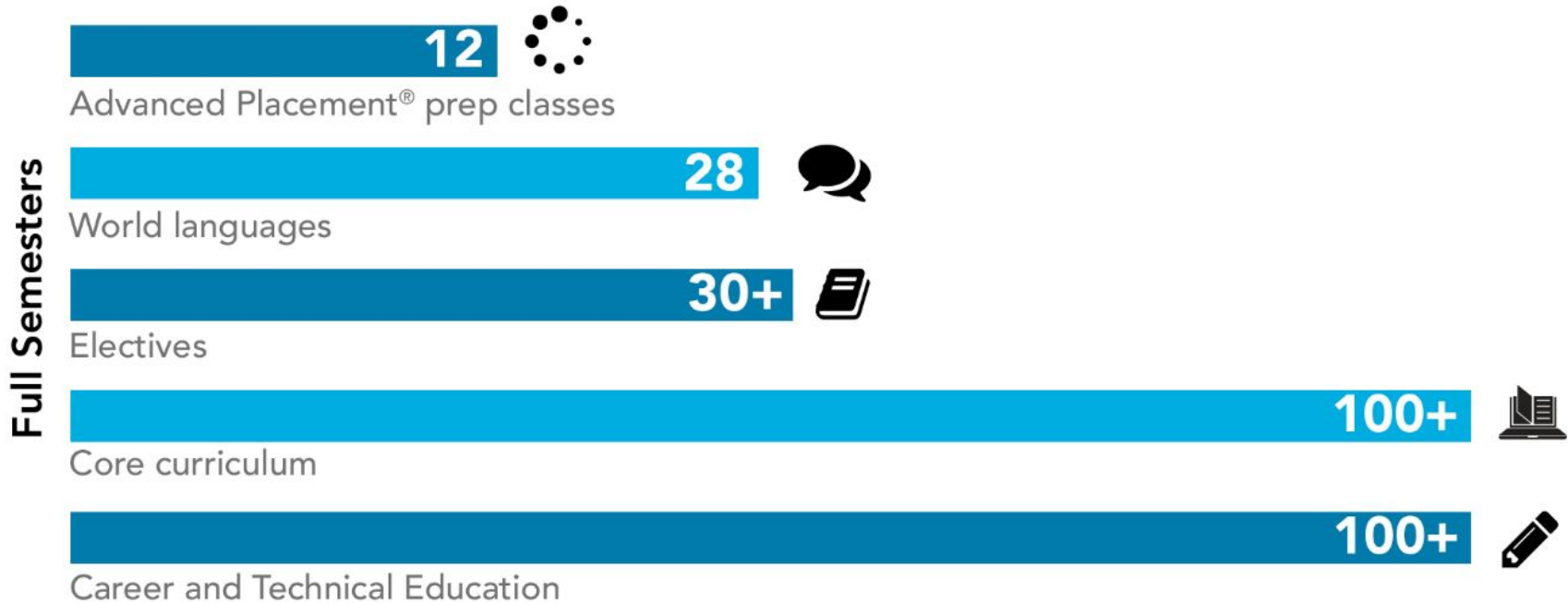
UC Online Academy

➤ Courseware provided through Edmentum EdOptions

- #1 virtual course provider in Indiana for 4 years in a row.
- Students in EdOptions Academy courses in Indiana had a 92% passing rate in 2019.
- Personalized instruction includes live face-to-face video instruction, recorded video instructions, and text specific content.
- Experts at virtual instruction.
- Expansive course offerings (see next slide).

UC Online Academy

Support whole child success with personalized virtual instruction



UC Online Academy

- **Benefits of being a UCCCJSD Student versus enrolling in a non-UCCCJSD virtual school.**
- Our teachers can monitor progress, communicate with the virtual teacher and ensure alignment to peers.
 - Our district online academy liaison will communicate with families to offer local, personal assistance.
 - Students will still have access to free/reduced meals.
 - Students will be permitted to participate in-school activities with their peers.
 - Students can transition back to in person when ready.
 - 2 weeks
 - Elem - Quarter
 - MS/HS - Semester
 - Students can use their UCCCJSD provided device.

UC Online Academy

COMMUNICATION ABOUT UC ONLINE ACADEMY

- To sign up, please click [here](#).
- If you have more questions about our online academy, call the Administration Office at 765-458-7471
- Deadline to enroll in the UC Online Academy is **July 31**.

Plans for other learning options: Slides 30-33

What schools will do: Other Learning Options

As a school, we are preparing for all learning formats during COVID-19.

- Intermittent Remote Learning - A short-term learning environment for individual students led by the classroom teacher that occurs at-home as needed. This learning model could occur from 2 to 14 days.
- Blended Learning Format - Instruction that includes a combination of in-person instruction and remote instruction provided in conjunction with each other.
- Remote Learning Format - When all the schools are ordered to close down and we shift into a school-wide remote learning format. This scenario may be from 2 days to multiple months.

**** Students and staff should take their laptop home with them every day to be prepared to shift into a new format.**

Intermittent Remote Learning

If individual students are out for an extended period of time, those students will still receive remote instruction led by their classroom teacher.

- Classroom teachers will prepare remote learning lessons and options for students who are quarantined but can continue to work.
- Lessons will include use of 1:1 device or, for families with inadequate internet access, remote learning packets.

Blended Learning Format

If circumstances cause us to switch to a less congestive learning environment, we will shift into a blended format where only half of our students are in the building at one time. Students will be divided so families can stay together.

Group A Students:

Attend school on Monday and Tuesday

Remote learning Wednesday, Thursday, Friday

Group B Students:

Attend school on Wednesday and Thursday

Remote learning Monday, Tuesday, and Friday

Friday:

Day for deep cleaning and sanitizing.

Remote Learning

If all the schools are ordered to close down and we shift into a school-wide remote learning format. This scenario may be from 2 days to multiple months but will be much improved from the spring experience.

- All students in grades K-12 will have a laptop or Chromebook.
- During the 1st weeks of in-school instruction, we will be working with students on using laptops in a remote environment to prepare them and their families.
- Students and staff will take devices home every day to be prepared for switch.
- We have improved the use of Google technology to improve remote learning instruction for staff and students.
- We have learned lessons from the spring experience to improve the instruction and format for our families.

More Resources for families

Slides 35-52

What families will do: Wellness Check

SCENARIO: Student with symptoms and has not been tested

- Student must remain home for at least 10 days from the first day symptoms appeared.
- Student must be ~~72~~ 24 hours fever-free (without fever-reducing medicine) and with improvement of respiratory symptoms (if presented).
- Parents should contact medical provider and communicate with school nurse.

SCENARIO: Student tested NEGATIVE for COVID-19 but has symptoms

- Student must remain home for at least 10 days from the first day symptoms appeared. If a known close contact with confirmed positive case has occurred, this student will be quarantined for 14 days.
- Student must be ~~72~~ 24 hours fever-free (without fever-reducing medicine) and with improvement of respiratory symptoms (if presented).
- Parents should contact medical provider and communicate with school nurse.

What families will do: Wellness Check

SCENARIO: Student tested POSITIVE for COVID-19

- Student must remain home for at least 10 days from the first day symptoms appeared.
- Student must be ~~72~~ 24 hours fever-free (without fever-reducing medicine) and with improvement of respiratory symptoms (if presented).
- Parents should contact medical provider and communicate with school nurse.

SCENARIO: Student has had 'Close Contact' with someone who tested POSITIVE for COVID-19

- If a known close contact with confirmed positive case has occurred, this student will be quarantined for 14 days after the contact.
- Student must remain symptom free. If symptoms occur, moves to symptomatic scenario.
- Parents should inform the school.

What schools will do: Confirmed COVID-19

- UCCCJSD will communicate with the Union County Health Department to determine the course of action.
- Close contacts will be contacted by either local health department or state health department.
- UCCCJSD will immediately inform all staff and families.

Health Protocols for all schools

Communication between schools and the Union County Health Department

- Daily communication between the school nurse(s) and UCHD
- For positive cases and related issues, communication between the Superintendent and the UCHD team.

Health Protocols for all schools

Contact Tracing with schools

- Communication between the schools, school nurse, UCHD, and the ISDH Contact Tracing department.
- Phone calls placed by the ISDH contact tracing department

Steps after notification of positive case

- Parent notifies school
- School notifies centralized contact tracing: 1-833-670-0067
- School identifies students and staff who are close contacts using class schedule, cohort groups, activities, bus, etc.
- Create contact list with names, DOB and phone numbers
- Report information to the LHD
- School and/or LHD notifies close contacts and ISDH follows up with messaging
- If close contacts test positive, process starts over

Whom to Quarantine

- Anyone the student was within 6 feet of for more than 15 minutes in the two days before she developed symptoms should quarantine for 14 days
- Recommend contacts are tested 5 days after date of exposure and monitor for symptoms
- If test is negative, still need to complete quarantine since symptoms can develop up to 14 days after exposure despite negative test

Whom to Quarantine

- Siblings
 - They are also close contacts and also must quarantine at home for 14 days
 - Students around siblings are not close contacts UNLESS their tests come back positive, in which case the process starts for them

Contact tracing roles

- Notification is key for early intervention
- Answer the call: When an ISDH contact tracer calls, the number on the caller ID will show as 833-670-0067 or may display as “IN Health COVID”
- Everyone has a role to play
 - Parents and family
 - Schools
 - Local health department
 - Indiana State Department of Health

Contact tracing roles: Parents and family

- Monitor their children for signs and symptoms, screening before school and extra-curricular activities
- Keep them home and quarantined or isolated if they're suspected or confirmed to have COVID-19
- Keep student home while waiting for test results
- Share positive results with kids and close contacts they know and can get tested
- Call their school immediately if results are positive

Contact tracing roles: Schools

- Identify close contacts in school
- Call local health department
- Provide contact information to LHD and ISDH centralized contact tracing program (ICCTP)
- Share information with parents, notify close contacts
- Determine date of last exposure for contacts
- Keep seating charts (classrooms, busses)
- Designate a point of contact

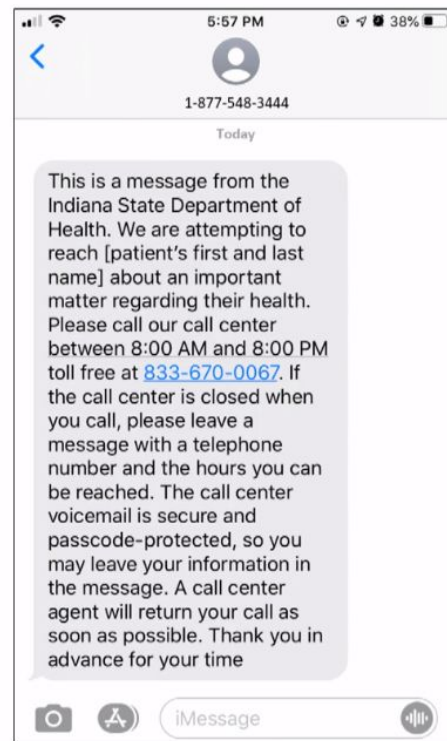
Contact tracing roles: LHDs

- Work with schools to identify close contacts
- Notify schools when a case is identified
- Partner with schools on closure decisions
- Provide guidance on closures

Contact tracing roles: ISDH

Centralized case investigation and contact tracing

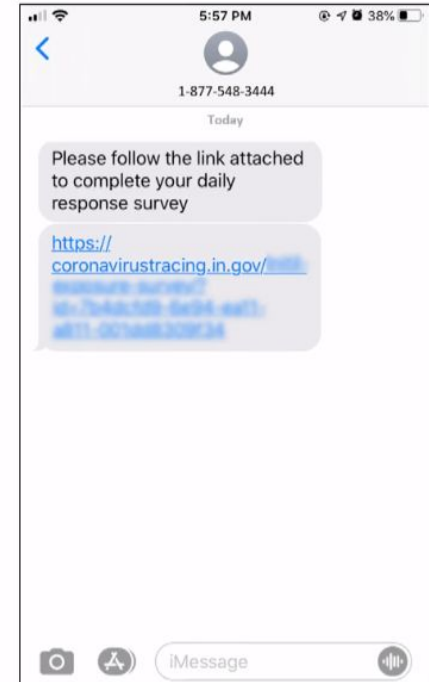
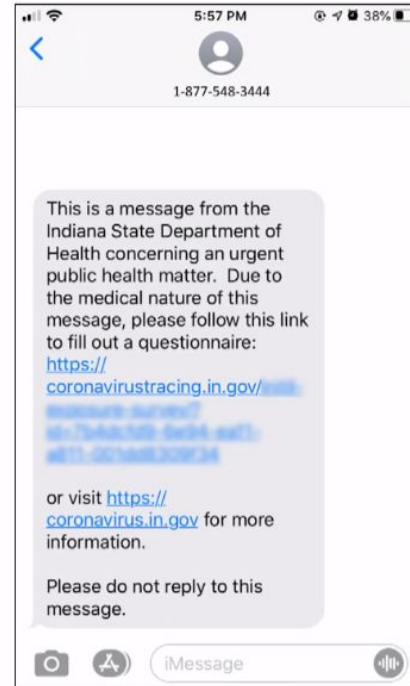
- New cases receive the text message shown on the right. The text will come from 877-548-3444.
- They will then receive a call from a contact tracer.
- The number on the caller ID will show as 833-670-0067 or may display as “IN Health COVID” if the carrier allows it.



Contact tracing roles: ISDH

Centralized case investigation and contact tracing

- You'll receive the text messages shown on the right. The first is initial contact asking to complete a survey. The second is daily monitoring.
- The text will come from 877-548-3444. You'll then receive a call from a contact tracer. The number on the caller ID will show as 833-670-0067 or may display as "IN Health COVID" if your carrier allows it.



Symptoms of COVID-19



CONGESTION
OR RUNNY NOSE



FEVER 100.4*
*or school board policy
if threshold is lower



COUGH



SHORTNESS OF BREATH OR
DIFFICULTY BREATHING



DIARRHEA



NAUSEA



SORE THROAT



MUSCLE PAIN



CHILLS



NEW LOSS OF TASTE
OR SMELL

**Usually presents with more than one symptom.*

Look for emergency warning signs of COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

*Difficulty or rapid breathing

*Persistent pain or pressure in the chest

*New confusion

*Inability to wake or stay awake

*Bluish lips or face

*Stomach Pain

**This list is not all possible symptoms. Please call your medical provider for any symptoms that are severe or concerning to you.*

**Call 911 or call ahead to your local emergency facility:
Notify the operator that you are seeking care for someone who has
or may have COVID-19.**

Symptoms of MIS-C

*Rash

*Red Eyes

*Cracked/Swollen Lips

*Red/Swollen Tongue

*Swelling Hands/Feet

*Stomach Pain

COVID-19 Screening for Parents

Every morning before you send your child to school please check the following:

- 1** Your student does **NOT** have a fever greater than 100.4 degrees (may be lower based on your school's policy) **OR** lower if your child is not feeling well.

Other signs of illness such as:



FEVER 100.4* OR CHILLS

*or school board policy if threshold is lower



SORE THROAT



COUGH*

*especially new onset, uncontrolled cough



**DIARRHEA, VOMITING
OR ABDOMINAL PAIN**



HEADACHE*

*particularly new onset of severe headache, especially with fever



**NEW LOSS OF TASTE
OR SMELL**



**MUSCLE OR BODY
ACHES OR FATIGUE**



**CONGESTION
OR RUNNY NOSE**



**SHORTNESS OF BREATH OR
DIFFICULTY BREATHING**

- 2** Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks?

- 3** If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Strongly consider COVID-19 testing.

➔ *If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face*

CALL 911!

When is my home isolation over?



At least 10 days have passed since you first had symptoms

AND



Your other symptoms have improved for at least 24 hours

AND



You have been fever-free for at least 24 hours without using medicine that reduces fevers

NOTE: If you never have symptoms, you should stay isolated for at least 10 days after you were tested.



See a doctor right away if you have emergency warning signs*.

Emergency warning signs include:

- Struggling to breathe
- Bluish lips or face
- Constant chest pain or pressure
- Feeling dizzy or lightheaded all the time
- Acting confused
- Difficult to wake up
- Slurred speech (new or getting worse)
- New seizure or seizures that won't stop

*This list does not include all emergency warning signs. Call a doctor if you have other severe symptoms.
Call 911 for any medical emergencies.

Isolation scenarios:

I tested positive for COVID-19, and my symptoms began on the first of the month.



Last day of isolation: 10 days after symptoms began and 24 hours with no fever and improved symptoms on this day 10-days after

I was tested for COVID-19 on the first of the month. The test was positive but I never had any symptoms.



Last day of isolation

When is my home quarantine over?

You can end quarantine 14 days after your last close contact (closer than 6 feet for longer than 15 minutes) with someone who has COVID-19.

Quarantine scenarios:

I had close contact with someone who has COVID-19—will not have further close contact



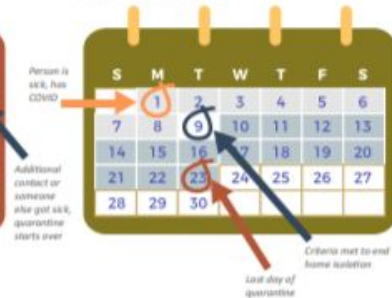
I had close contact with someone who has COVID-19—live with the person but can avoid further close contact



I am under quarantine and had additional close contact with someone who has COVID-19.



I live with someone who has COVID-19 and cannot avoid continued close contact.



Back-to-School Face Covering Guidance for Families

Students and educators are facing many new challenges when they return for the 2020-2021 school year, including the recommendation that face coverings be worn. This two-sided document is designed to help families support students with acclimating them to appropriately wear a face covering and provide protocols for safe and effective maintenance of face coverings.

1 Get Familiar

Follow these steps when using your face covering:

- Wash your hands before touching the face covering.
- Put it over the nose and mouth and secure it under the chin.
- Make sure the covering fits snugly against the sides of the face.
- Make sure your child can breathe easily.

2 Start Now

It takes a lot of repetition to develop a habit. It is recommended that families begin having their school-aged children practice wearing a face covering for short periods in the days leading up to the start of school.

3 Set Rules

Talk to your child about appropriate use for their own face covering and the face coverings of others. Remind your child of the following examples of face covering etiquette:

- Keep your hands to yourself. Do not touch anyone else's face covering.
- Do not share face coverings with other people.

4 Reassure

The changes students experience at school can be scary to our youngest Hoosiers. Take the time to reassure your child that the protective measures being taken are meant to keep students, teachers, and other adults in the school healthy. Remember, families mold the attitude of students. Your support is appreciated!

Caring for Your Cloth Face Covering

Take Off Your Face Covering Carefully, When You Are Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine or wash by hand
- Be careful to not touch your eyes, nose, or mouth and wash hands immediately after removal



How to Clean Your Face Covering

- **Washing Machine**
 - Wash your face covering with your regular laundry
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used for the face covering



How to Clean Your Face Covering

- **Washing by Hand**
 - Prepare a bleach solution by mixing:
 - 5 tablespoons ($\frac{1}{2}$ cup) household bleach per gallon of room temperature water
 - 4 teaspoons household bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing may not be suitable for disinfection
 - Ensure the bleach product is not past its expiration date
 - **Never mix household bleach with ammonia or any other cleanser**
 - Soak the face covering in the bleach solution for five minutes
 - Rinse thoroughly with cool or room temperature water

How to Dry Your Face Covering

- Make sure to completely dry cloth face coverings after washing
- **Dryer**
 - Use the highest heat setting and leave in the dryer until completely dry
- **Air Dry**
 - Lay flat and allow to completely dry. If possible place the cloth face covering in direct sunlight



We want to Educate our Kids!

It is going to take a team
(**Union**) effort where we work
together.

