



# REOPENING MSD SCHOOLS

## SAFE RETURN TO IN-PERSON LEARNING

The Monroe School District School Reopening Safety Plan is designed to highlight many of the ways we are modifying operational practices as we reopen schools to keep staff and students as safe as possible. This plan will be updated as guidance from local health authorities changes.

**Para ver la versión en español de este documento, visite nuestro sitio web en [www.monroe.wednet.edu/covid-19/safe-return-plan](http://www.monroe.wednet.edu/covid-19/safe-return-plan)**

Last Updated: January 4, 2021

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# REOPENING PRIORITIES

The following reopening priorities were established with the School Reopening Committee during the summer months.

- 1 Health, Safety and Wellness - Physical and Social-Emotional**  
Follow all Department of Health and Snohomish County Health District guidelines for physical health. Systems in place to support relationships and emotional well being of students
- 2 Equity**  
Address systemic inequities, and provide additional support to students who need it.
- 3 Flexibility**  
Work with families and staff to identify and address needs as they arise.
- 4 Sustainability**  
Deliver a sustainable reopening plan without breaking the budget.
- 5 Consistent Care and Communication**  
Engage and clearly communicate with all stakeholders.



# COVID-19 SAFETY PRECAUTIONS



## Masks Required

- All staff and students age 5 years and older must wear a mask or an acceptable alternative in the K-12 setting, as defined by the Department of Health. Students ages 2-4 are strongly encouraged to wear a mask, but are not required. Face covering/mask breaks for children may be allowed during outside, socially distanced recess or break times. Staff will maintain mask requirements at all times while supervising students. Face coverings/masks may be removed by children during drinking, eating, and physically distanced outside activity.

## Personal Hygiene

- Hand washing and/or hand washing alternatives is required upon entrance to the building and classrooms, departure from school, and other key times throughout the day (prior to and after eating, utilizing the restroom, returning from recess, etc). Soap and water hand washing for at least 20 seconds is preferred whenever possible.

## Self-Serve Hand Sanitizer

- Hand sanitizer is available throughout all school buildings and is to be used only when the preferred method of hand washing is not available.

## Health Screening

- All staff, students and visitors are required to complete a daily attestation or health screening before entering any school district facility or boarding a bus. School staff will be trained to identify symptoms of illness as students come to school and throughout the day.
- Individuals displaying symptoms of COVID-19, have been directed to quarantine from a local authority, are awaiting the results of a COVID-19 test, or have had close contact with a confirmed COVID-19 case in the past 14 days will not be permitted on campus.

## Physical/Social Distancing

- Physical distancing will be required while on school district property, in accordance with guidelines set by the Department of Health and regulatory authorities.

## Movement Logistics

- Protocols will be implemented to manage movement and limit transmission opportunities within the school building.



## Signage

- Appropriate signage will be displayed prominently throughout buildings indicating: direct traffic flow, physical distancing, proper handwashing, and required face coverings.

## Cleaning & Sanitization

- Enhanced cleaning, disinfection, and sanitization of schools and buses will be conducted.

## Environmental Modifications

- Changes to the physical learning environment will be implemented, including ventilation improvements, restricted use of water fountains, and adjusted classroom design and setup.

Monroe School District's safety precautions were developed in alignment with the [K-12 Schools 2020-21 Guidance from the Washington State Department of Health](#)



# SCHOOLS

Schools will reopen to in-person learning in delineated phases, beginning with higher-need students and gradually progressing to other students, in accordance with guidance from local health authorities.

## Visitors

- Visitors are welcome in our school offices schools on limited basis. Visitors will not be permitted in other areas of the buildings.
- Volunteers are not allowed onsite at this time.
- All onsite visitors will be required to bring their own face mask (and wear it at all times while in the building) and complete a health screening form (attestation).
- Visitors on site must be checked in and out, and limited to only specific spaces within the building.

## Face Coverings

- Masks are required on all MSD buses and campuses.
- Students are responsible for bringing their own masks to school (face masks will be available to those in need).

## Physical/Social Distancing

- Class sizes will be reduced so that physical distancing can be maintained in classrooms and learning spaces.
- School buildings will develop safety plans articulating spaces and schedules for drop-off, pick-up, learning, food disbursement, passing and free times to minimize exposure between groups.



## Physical/Social Distancing continued

- School bus drop-off and pickup will be kept separate from direct arrivals, who have yet to complete an attestation or screening.
- Passing periods and free-times should be planned to provide as much physical distance space as possible.
- In-person field trips, assemblies, school-wide parent meetings, and other similar large gatherings will not be permitted.
- Physical education classes, sports, and other similar school events will be canceled or modified to increase physical distancing and reduce in-person interactions.
- High-risk classes and activities, including choir, the playing of instruments involving breath, contact sports, or other activities that require students to remove face coverings or be in very close contact should be canceled or modified in accordance with guidance from the Department of Health.
- Required school safety drills will be modified to limit in-person interaction (no mass evacuations, gatherings, etc). Drills will be conducted in accordance with the MSD district-wide drill schedule.

## Playgrounds & Outside Open Spaces

- Students will be required to socially distance while staying with class groups and may or may not be required to wear masks, depending upon if they are able to socially distance. This will be determined by the site's COVID-19 Supervisor.
- Play structures will be open.
- After recess, students will be required to wash hands or use hand sanitizer upon entry into the building.

## **Cleaning and Increased Sanitization**

- Conduct additional daily disinfecting and cleaning, utilizing Environmental Protection Agency-rated cleaners.
- Ensure sanitization of frequently touched surfaces, such as door handles, faucet handles, handrails, shared desks, push bars, drinking fountains, and so forth.
- Classrooms, offices, and restrooms will be cleaned throughout the day and as needed.
- Disinfectant machines will be used for efficient cleaning of spaces that have closed due to a confirmed case of COVID-19.

## **Environmental Modifications & Enhancements**

- Restrict/limit use of water fountains and promote use of individual (non-shared) refillable water bottles.
- A designated area at each school will be utilized as a quarantine area for individuals displaying symptoms of COVID-19 or who convey they do not meet attestation guidelines. This area will be separate from the health room.
- Additional signage will be added to each school: delineate a six-foot distance where students would often be standing in line, bathroom protocols, handwashing stations, health screening areas, etc.
- Increase the frequency of ventilation maintenance, including the changing of air filters and cleansing of system coils.



# CLASSROOMS

Classroom sizes and spaces will be modified as appropriate to promote distancing and support each student's understanding of their role in maintaining a healthy classroom environment.

## Physical/Social Distancing

- The maximum number of students that can occupy all classrooms and learning spaces while maintaining physical distancing will be determined in advance. Class sizes will be determined using these capacity numbers.
- Students will be assigned seats in classrooms and other learning spaces.
- Students will not share supplies and learning materials in the classroom or during activities. This does not include books or papers.
- Staff should consider allowing students to bring belongings to the classroom and store them in a personal container, bag, or space.
- Workstations, desks, and activity areas will be socially distant from other persons. Students will be assigned seats in classrooms and other learning spaces.

## Personal Hygiene

- Strategies & guidelines for students on hand washing and hygiene practices will be introduced.
- Signage will be posted on infection & transmission prevention best practice within classrooms.
- Frequent hand washing will be encouraged.



## Meals/Snacks

- Students will be required to wash/sanitize hands before and after meals.
- If lunch is eaten on campus, students will eat in their classrooms, at their own desks.
- Classrooms will be provided soap and water for students to use to clean their desks before and after eating.
- Sharing of food between students will not be permitted.
- Disposable food service items (e.g., utensils, dishes) will be used when applicable.
- If food is offered, pre-packaged boxes or bags will be used for each student instead of a buffet or family-style meals.

## Cleaning & Increased Sanitization

- Environmental Protection Agency-rated cleaners will be used to disinfect and clean tabletops, desks, and chairs.



**FREE MEALS**  
are available to  
all students  
through June 30,  
2021

# TRANSPORTATION

Modifications to bus operations will occur and enhanced cleaning practices will support bus safety in alignment with guidance from the Office of the Superintendent of Public Instruction's (OSPI) Reopening Washington Schools 2020 Planning Guide. We expect that some of our families will choose to transport their children in a personal vehicle which will reduce total ridership. This will help support the recommended physical distancing of bus riders.

## Bus Transportation Protocols

- Parents must complete a daily health screening form (attestation) for their student and present it to the bus driver. If the form has not been completed, the driver will have the parent complete it prior to the student boarding the bus. If a form is not received, the bus driver will screen the student.
- Routes will be adjusted when possible to reduce bus capacities to allow for physical distancing.
- Routes will be adjusted when possible to reduce the length of ride for all passengers.
- Stops will be established to limit the number of students at any one stop when possible to allow for physical distancing.
- Passengers should sit in separate seats whenever possible and next to the window.
- During loading, students should be seated at the back of the bus first and fill in toward the front to limit face-to-face contact while passing in the aisle.
- Passengers must wear cloth face coverings or an acceptable alternative at all times. Some student with special needs may not tolerate or be medically able to comply with the masking requirement. In such cases, a DOH accepted alternative must be used. Extra masks will be kept on board and available for passengers who do not have a mask upon boarding.



## **Bus Transportation Protocols continued**

- Proper ventilation will be maintained while passengers are on board by opening windows, hatches and vents as deemed practical.
- Hand sanitizer can be kept on the bus in the quantities allowable by Washington State Patrol (16oz).
- No field trips will be permitted.
- All previously established Bus Rules of Conduct remain in effect for student behavior and safety. Reduced ridership expected.

## **Bus Cleaning**

- School buses will be cleaned and disinfected at the end of each day following the Department of Health's COVID-19 Cleaning and Disinfecting Procedures.
- Disinfecting will be done daily with a district approved cleaner and electrostatic applicator.
- Cleaning in between runs can be done at the transportation department lot, at schools or layover points, if practical.
- Drivers will be required to clean the entire bus including the front and backs of each seat back, the seat benches, frequently touched surfaces, and the driver compartment.
- Frequently touched surfaces, such as handrails, will be cleaned as much as practical.

OSPI's  
Reopening Washington Schools 2020:  
District Planning Guide



# HEALTH SCREENING

## Daily Health Screening/Attestations

**Screening:** the process by which a person is asked by someone else (the screener) if they have specific symptoms or have been in contact with someone with symptoms. If the person answers no to all questions, the screener takes their temperature. If their temperature is under 100.4, they can proceed.

**Attestation:** the process by which a person attests (confirms) that they are symptom-free, have not been around someone with symptoms, and that their temperature is under 100.4. This is documented on a signed form by a guardian.

All staff, students and visitors on campus will be required to complete a **daily health/attestation form** or an in-person screening, including a temperature check, prior to entering the school or boarding a bus, in accordance with the Snohomish Health District's COVID-19 Screening Protocols.

**Students or staff showing any COVID-19 symptoms should not come to school.**

## Reasons for Exclusion from School

If a student or staff member arrives on campus or is boarding a bus and has indicated "yes" to any of the following scenarios, the Positive Screening Protocols must be enacted.

- Student or staff shares they were in close contact (exposed) to someone with COVID-19 within the last 2 weeks but has NO symptoms.
- Student or staff shares they are awaiting the results of a COVID-19 test.
- Student or staff shares they were diagnosed with COVID-19 less than 10 days ago but has NO symptoms.
- Student or staff presents with at least 1 of the following COVID-19 symptoms, as listed by the CDC (*This list does not include all possible symptoms. The CDC will continue to update the list of symptoms as they learn more about COVID-19*):
  - Fever (100.4 or higher) or chills
  - 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



### Coronavirus (COVID-19) Attestation Form

Date: \_\_\_\_\_ School/Location: \_\_\_\_\_

Staff / Student Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Teacher: \_\_\_\_\_

In line with the recent Covid-19 outbreak, the Monroe School District (MSD) is taking proactive measures to prevent exposure at school. Please complete the following for you/your child. Return this to the bus/school **each day** prior to loading or entering the school.

Please declare if you/your child has:

Any of the following symptoms within the last day, that are not caused by another condition: *Fever (100.4 degrees or higher), cough, shortness of breath, unusual fatigue, muscle/body aches, headache, recent loss of taste/smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea ?*

YES\*  NO

Have you been in close contact with anyone with confirmed COVID-19?

YES\*  NO

Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?

YES\*  NO

Within the past 14-days, has a public health or medical professional told you to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19 infection?

YES\*  NO

*\*If YES, please do NOT come to school. Contact your school for more information*

This checklist is provided to help families assess their exposure and limit the risk of spreading the COVID-19 virus. This is not intended to be an exhaustive list of symptoms or exposures, but to assist in self-declaring one's willingness and ability to be spatially present on MSD property.

Staff/Parent/Guardian Signature: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

## Arrival Attestation & Screening Procedures

### Bus Transportation

- A daily attestation form, signed by a guardian, is required for students to board a bus at the start of each day.
- Attestation forms will be provided to parents/guardians digitally and physically in advance of school start.
- The attestation must be provided to the bus driver. The bus driver will verify the form is complete and indicates the child is healthy and able to attend school.
- If the attestation is incomplete, or the guardian does not provide an attestation, the bus driver will provide the guardian with additional copies of the form, a clean writing utensil, and ask the guardian to complete the form prior to the student boarding the bus.
  - If the attestation is refused, offer additional options: the parent may elect to drive their child to school directly, fill out a form now, etc. The child will not be allowed to board the bus without an attestation.
  - If the student does not have a completed attestation form and not accompanied by a parent, the bus driver will screen for symptoms and check the student's temperature.
- If the attestation indicates the child is unable to attend school:
  - The student will not be permitted on the bus.
  - The Positive Screening Protocol will be enacted.

### Parent Drop-Off

- A daily attestation form, signed by a guardian, is required for students to attend school, at the start of each day OR an in-person daily screening, which includes a temperature check.
- Attestation forms will be provided to parents/guardians digitally and physically in advance of school start.
- Upon arrival to site, the guardian must provide an attestation form to the school staff member. The staff member will verify the form is complete and indicates the child is healthy and able to attend school. The staff member will then take the child's temperature.
- If the attestation is incomplete, or the guardian does not provide an attestation, the school staff member will provide the guardian with additional copies of the form, a clean writing utensil, and ask the guardian to complete the form prior to the student leaving the guardian's custody.



- If an attestation is not feasible or is refused by the guardian, the school may direct the guardian to take their child to a nearby screening area, or may screen the child immediately if they have the necessary equipment and training.
  - Screening questions will be asked with the guardian present
  - A temperature check must be completed
  - If the attestation or screening is refused, offer additional options: the parent may elect to participate in the screening, fill out the attestation form, participate in online learning, etc. The child will not be allowed to attend school.
- If the attestation or screening indicates the child is unable to attend school:
  - The student will not be permitted to enter the school.
  - The Positive Screening Protocol will be enacted.

## Walking Students

- A daily attestation form, signed by a guardian, is required for students to attend school, at the start of each day OR an in-person screening, which includes a temperature check.
- Attestation forms will be provided to parents/guardians digitally and physically in advance of school start.
- Upon arrival to site, the child must provide an attestation form to the school staff member. The staff member will verify the form is complete and indicates the child is healthy and able to attend school. The staff member will then take the child's temperature.
- If the attestation is incomplete, or the guardian has not provided an attestation, the school staff member will provide the child with additional copies of the form to take home.
  - The school will direct the child to a screening area, or may screen the child immediately if they have the necessary equipment and training.
  - Screening questions will be asked of the child.
  - A temperature check must be completed.
- If the attestation or screening indicates the child is unable to attend school:
  - The Positive Screening Protocol will be enacted.

# COVID-19 POSITIVE SCREENING PROTOCOLS

## STAFF

Staff showing COVID-19 symptoms will be sent home immediately and directed to work with Human Resources and their healthcare provider.

## STUDENTS

If the parent/guardian is on site, send the student home immediately and contact David Paratore at (360) 804-2609. The affected student may return to school based on Snohomish Health District Daily COVID-19 Screening Protocols.

If the student is **without** immediate transportation home, they must go to the designated isolation room.

## ISOLATION ROOM PROCEDURE

1. The student should wear a disposable mask. If not, a cloth face covering is allowable.
2. Isolate the student in the designated room with supervision by a staff member who has been fit tested to wear a N95 mask, if possible. Staff should also wear face shield, disposable gown and gloves.
  - a. If the staff member has not been fit tested, they may wear a KN95 mask and face shield.
  - b. If a nurse is on site, they should individually accompany the affected student in the isolation room.
    - If the nurse is not available, one of the other identified trained staff members should accompany the student.
3. Document the student's symptoms, intervention and disposition.
4. If the nurse is not on site, contact the nurse to return to your school.
5. Enact a plan to send home the student as quickly as possible. The student cannot be transported home via school transportation.
6. If the individual is COVID-19 positive, clean and disinfect student area. At the discretion of nurse or admin, evaluate need to further close room for 24 hours (Is there other COVID activity in the school? Were there multiple mild symptoms vs one? Etc).
7. Contact David Paratore at (360) 804-2609 who will contact Snohomish Health District.
8. The affected student may return to school based on Snohomish Health District Daily COVID-19 Screening Protocols.

# REPORT IT

If you, or someone in your immediate family,  
has tested **positive for COVID-19**,  
is awaiting a COVID-19 test result,  
or has had direct contact with a positive case of COVID-19,

# REPORT IT

## EMPLOYEES

report to their supervisor and Human Resources immediately.

## FAMILIES & STUDENTS

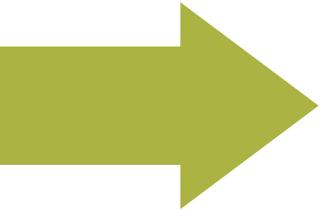
report to the school nurse or school administrator immediately.



# MSD COVID-19 RESPONSE PROTOCOL

The following is the MSD COVID-19 Response and Communication Protocol. MSD will activate this protocol for any staff member or student who has been on campus that reports a positive COVID-19 test. Close contact to an individual who reports a positive diagnosis will result in SCHD required quarantine. Classrooms impacted by this will transition to distance learning. Employees impacted will work with their supervisor and Human Resources to determine work assignment and/or if leave should be taken.

## If a student/staff member exhibits symptoms/answers YES to a health screening symptom check/informs the school of symptoms:

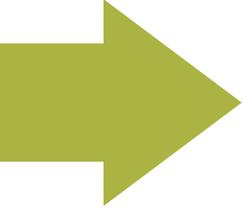


- School nurse/secretary/administrator adds them to the school's tracking sheet - unless the symptom is "normal" to them like a migraine or allergies.
- If the student/staff is at school they are placed in the isolation room until they can go home:
  - Sent home with a staff or student screening flow chart.
- Inform building principal of the student/staff member condition.
  - Principal will notify any staff member with exposure to a person with symptoms if someone was positive for COVID-19 or was identified as a close contact before the end of the next contract day.
  - Principal will notify facilities if the student/staff was in a classroom or other school space on the day of exclusion, the space will be disinfected, including the quarantine area.
- The student/staff can return to school when:
  - Ten days to have passed and fever free for 24 hours and symptoms have improved **OR**
  - Proof of a negative COVID-19 test and the appropriate amount of time passed depending on exposure **OR**
  - A positive test with the appropriate amount of time passed
- School nurse will be the primary contact for clarifying if someone is ready to return to school. School Nurse will provide the principal/designee list of students/staff return dates.

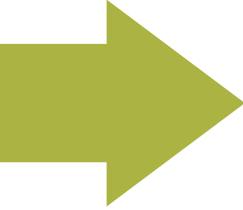


# MSD COVID-19 RESPONSE PROTOCOL

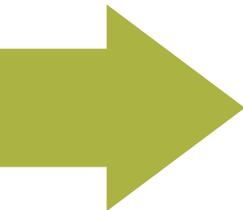
**If the principal/designee is notified by the SCDH that student/staff tested positive or has been placed in quarantine:**

- 
- Notify David Paratore, Chief of Student Services, of positive case.
  - Only share that a person associated with the school tested positive a. DO NOT disclose, name, age, grade, staff or student, gender or any details.

**If a staff member hears that a student/staff “tested positive” or “is in quarantine” but is at school, inform the principal of the concern:**

- 
- Principal checks for notifications from SCDH to ensure that all students and staff on campus are not included in the notification.
  - Principal can assure concerned staff member that they have verified that all students/staff on campus are not on the SCDH list of people who should not be at school.

**If a staff member tests positive or is placed in quarantine by the Snohomish County Health District:**

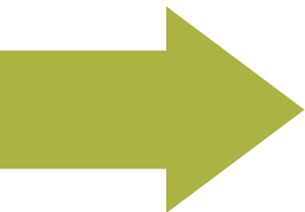
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- Staff members notifies building principal/supervisor and HR
  - A work plan or leave plan is established
  - Staff responsible for requesting sub and completing leave paperwork



COVID-19 Symptom Checklist

- Sore throat
- Dry cough
- Fever
- Shortness of breath
- Tiredness
- Headache

## If there is a confirmed student/staff positive case:

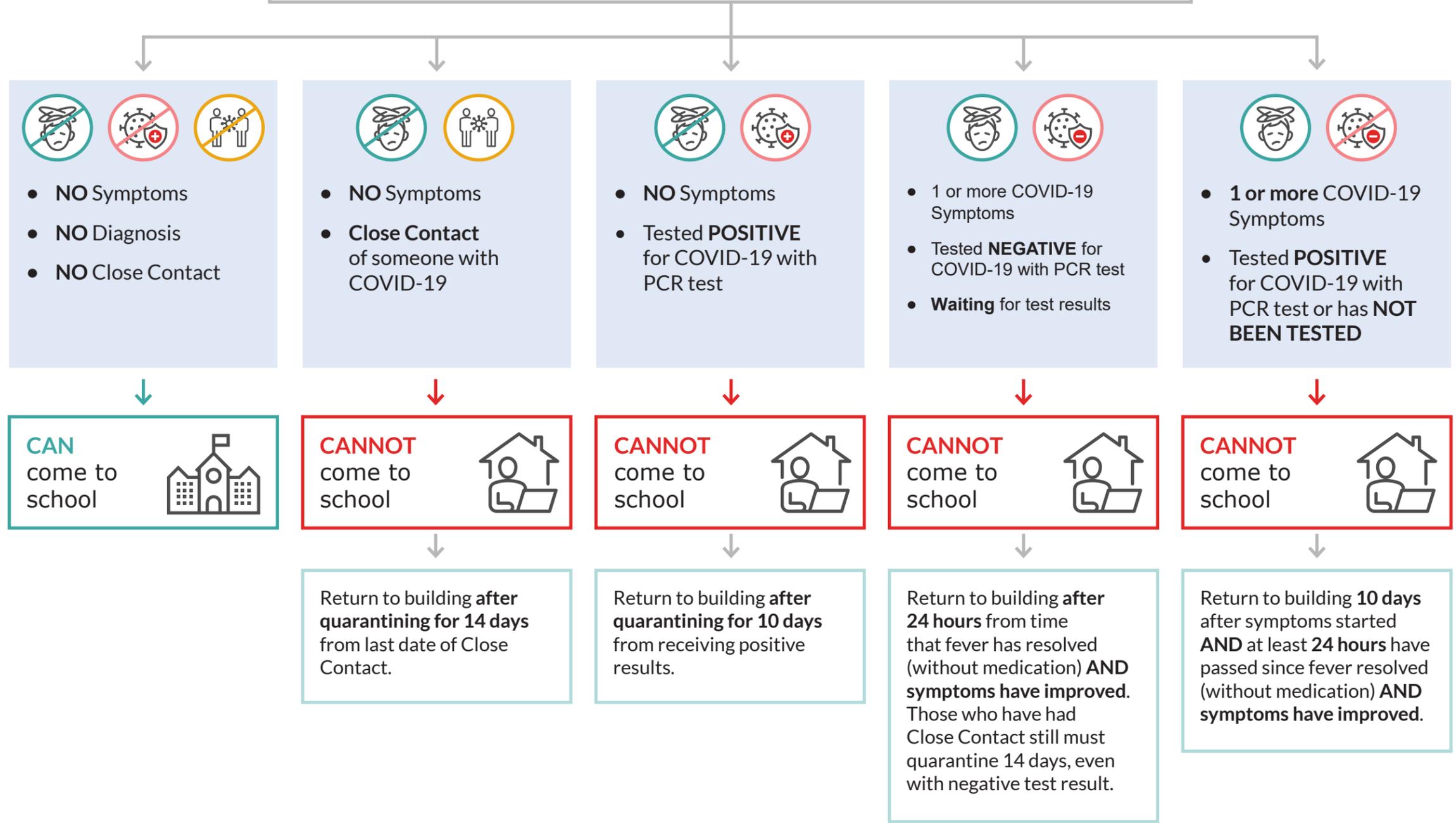
- 
- Principal/Designee informs David Paratore, Chief of Student Services
  - David Paratore notifies:
    - Communications Department
    - Human Resources Director
      - Notifies all union leaders
    - Facilities Director
  - Discuss if a room will need to be left empty for 24 hours
    - Decide if this will result in a temporary cohort room movement or a cohort distance learning for a period of time
    - Principals and Director of Facilities discuss cleaning implications
  - Communications Department sends out family and staff notifications to directly affected classrooms/cohorts.
  - Building Principal notifies teachers impacted by temporary moved class locations or distance learning time period.
  - Building Principal, if needed, provides additional information to families with students in quarantine on distance learning.



# Monroe School District COVID-19 Student Screening Flow Chart



## Parent screen of student for COVID-19



### COVID-19 SYMPTOMS\*

- Fever of 100.4° or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Other signs of new illness

\*That are not explained by an existing condition, such as allergies or asthma.

### CLOSE CONTACT INFO

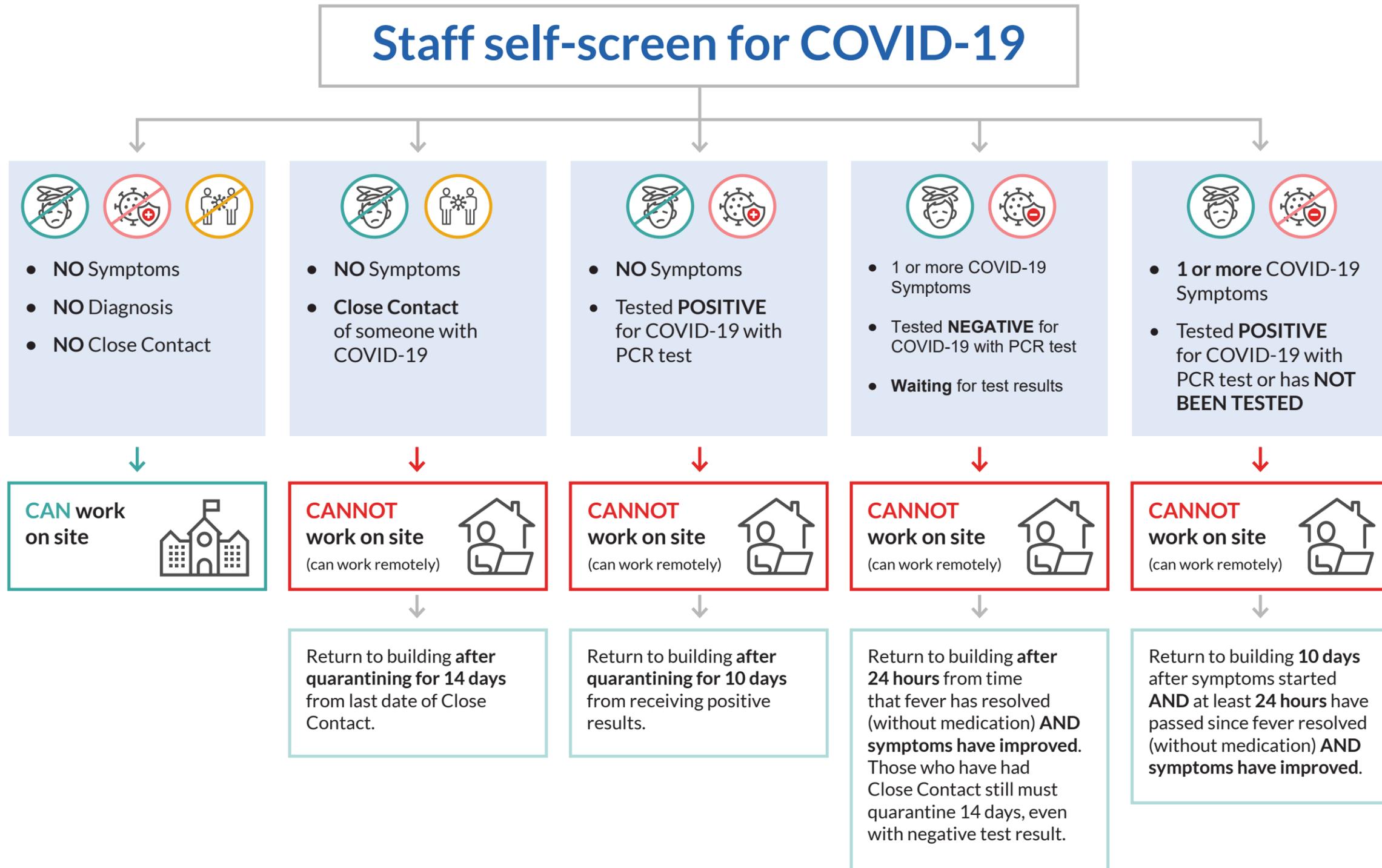
“Close Contact” means someone who was within six feet of an infected individual for a total of 15 minutes or more over a 24-hour period. Members of a household are considered to be close contacts. (updated 10/23/20)

Questions? Contact your school's health room.

# Monroe School District COVID-19 Staff Screening Flow Chart



## Staff self-screen for COVID-19



### COVID-19 SYMPTOMS\*

- Fever of 100.4° or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Other signs of new illness

\*That are not explained by an existing condition, such as allergies or asthma.



### CLOSE CONTACT INFO

“Close Contact” means someone who was within six feet of an infected individual for a total of 15 minutes or more over a 24-hour period. Members of a household are considered to be close contacts. (updated 10/23/20)

# COMMUNICATION PROTOCOL

## Public Health Notification

Monroe School District will notify local public health officials in all circumstances in which we receive notification of a positive test, or in other circumstances that require further consultation.

## Student, Family, and Staff Communication

It is the goal of MSD to keep staff and families informed of COVID-19 positive cases impacting school and district facilities while respecting the privacy of individuals. Due to strict HIPPA and FERPA laws we cannot release any name or identifiable information about the infected person or possible contacts.

- For each positive COVID case, close contacts will be notified by phone call (MSD and health department).
- After the confidential, private notification to close contacts, additional communication (Close Contact Exposure Notification Letter) will be sent as directed by the Snohomish County Health District to directly impacted staff and/or families.
- Once close contacts have been notified, other staff and families of students who are attending in-person at that time will also receive notification that there has been a positive COVID-19 case on campus, but they have not been identified as close contacts.

School Classrooms: As required by the health district, when a student receives a positive COVID-19 diagnosis, a close contact investigation will be initiated. Families of students determined to be in close contact will be notified by phone and in writing. Close contacts will be required to quarantine for 14 days from the date of last exposure.

## Communication Examples

[Sick Student Notification Letter](#)

[Close Contact Exposure Notification Letter](#)

[School Closure Letter to Staff/Families](#)

[Positive COVID-19 Case in School Letter](#)

Monroe School District will follow required health district contact tracing and quarantine measures in the event of a positive COVID-19 diagnosis. This could result in students and some staff moving in and out of on-campus and distance learning environments as we are directed by the health department. Total school closure may occur if advised by the health district.

