



SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844

Process: Communication with the Waukesha County Health Department (WCHD), as well as other entities that provide input for school protocols during a pandemic such as the Wisconsin Departments of Health Services and Public Instruction, is ongoing. Below is an explanation of the regularity of communications, who is the main liaison, and what information is shared to provide information about the factors which may impact the District's ability to remain open for face to face instruction.

Daily	Nurse Gatzow	Contact with the WCHD to report any known positive COVID-19 cases for students or staff, assists the WCHD when they call to notify that a student(s) or staff member(s) need to leave school to quarantine or have tested positive for COVID-19 and need to be isolated.
Weekly	Nurse Gatzow Superintendent Thompson	Participate in meetings with WCHD to review the factors listed below and any changing metrics, research, or protocols the WCHD is implementing that affect school operations. Meetings are also held weekly with area school superintendents and nurses separately from the WCHD to stay abreast of what other schools are experiencing and how they are responding.
Monthly	School Board	Meets to review factors below and discuss any need to move between Swallow's Reopening Phases or revisions to the Reopening Plan. Information from the WCHD is shared as well.
As Needed	School Board WCHD	Can hold an Emergency Meeting to review information and provide input to the Superintendent around closure of a classroom, grade level, or school. If we have questions or are concerned about the number of active cases students and/or staff have at any particular time.