

**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.

<b>Facility Name:</b>	<b>Converse County School District #2</b>	<b>Telephone:</b>	<b>307-436-5331</b>
<b>Contact Person:</b>	<b>Coley Shadrick</b>	<b>Telephone:</b>	<b>307-797-1021</b>
		<b>Email:</b>	<b>cshadrick@converse2.org</b>
<b>Mailing Address:</b>	<b>PO Box 1300</b>	<b>Fax Number:</b>	<b>307-436-8235</b>
<b>City:</b>	<b>Glenrock</b>	<b>State/Zip:</b>	<b>WY 82637</b>
<b>Order # for which this exception is being requested:</b>			
<b>Statewide Public Health Order Continuation and Update on Public Spaces</b>			
<b>Date on which this exception will begin:</b> <b>May 24, 2020</b>			
<b>Basis for Exception</b>			
<p>The specific reason(s) for the request, including why compliance with the order cannot be accomplished or should be given special consideration:</p> <p><b>The school district intends to comply with the order; however, this request is intended for CCSD2 to safely, effectively, and efficiently host our high school graduation commencement ceremony to honor the graduating class of 2020. The ceremony will be held on May 24th at 1:00 pm at the Glenrock High School football stadium.</b></p>			

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.

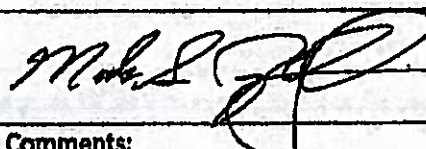
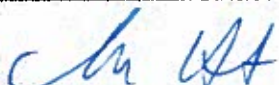
I understand I will not be able to operate under this plan until the request is approved.

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 <i>CLET SHADRICK</i>	SIGNATURE 	DATE SIGNED <i>5/11/2020</i>
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**Submit completed form to: [johnna.shepherd1@wyo.gov](mailto:johnna.shepherd1@wyo.gov)**

Office Use Only			
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with revisions <input type="checkbox"/> Not Approved	Comments:		
Signature: <i>Mark S. Campbell M.D., County Health Officer</i>		Date Signed: <i>5/13/2020</i>	<i>5/14/2020 (1440 hours)</i>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with revisions <input type="checkbox"/> Not Approved	Comments:		
Signature: Wyoming State Health Officer		Date Signed:	<i>5/15/20</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: <a href="mailto:Johnna.shepherd1@wyo.gov">Johnna.shepherd1@wyo.gov</a>

# Converse County School District No. 2

Post Office Box 1300 120 Boxelder Trail  
Glenrock, Wyoming 82637  
307-436-5331

May 11, 2020

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

From: Coley Shadrick, Superintendent

Re: Graduation Request Exception

Converse County School District #2 is requesting an exception from the school closure order to hold graduation on May 24th. We are planning to hold the ceremony outside on our football field at Glenrock Jr/Sr High School. Please see the details of our plan below:

## Facility Details and Logistics

1. The 2019-2020 graduation ceremony for Glenrock High School will be held outside on the football field on May 24th at 1:00 pm.
2. There will be 38-40 graduating seniors in the class of 2020.
3. Glenrock High School will have a guest speaker, valedictorian speech, salutatorian speech, and class president speech. All speakers will speak from the podium and will wipe down the podium with a disinfectant wipe prior to the next student and/or staff member speaking.
4. The graduates will sit in the middle portion of our grandstands and spaced 6 feet apart from each other (14 - 40 feet benches). All graduates will be required to wear a mask.
5. CCSD2 staff will sit in the West and East portions of our grandstands and spaced 6 feet apart from each other. (18 - 33 feet benches, 28 - 29 feet benches, and 10-27 feet benches) All staff will be required to wear a mask.
6. The graduates will access the grandstands through the two tunnels underneath. There will be two lines and each line will take a separate set of stairs to enter and exit their seats in the middle portion of the grandstands. This will allow the graduates and staff to be separated from the audience throughout the ceremony.
7. An elevated stage will be set up where all speakers will speak from below the grandstands in front of the track. The stage will also be where the guest speaker, principal, superintendent, and board members will sit. Each seat will be spaced 6 feet apart.
8. The board chairman, superintendent, or principal will present the diploma cover to each graduate as they enter the stage. An 'elbow bump' will be used to acknowledge



each graduate rather than using a handshake. All flowers for mothers will be on another table as the students exit the stage. They will be allowed to grab a flower from the table prior to returning to their seat.

9. The graduation ceremony will be live streamed for those who are not able to attend. The link will be shared via our school district social media outlets and will contain audio. This is being done to limit the number of people who want to attend the ceremony. FM transmission will be broadcast through a local vendor for those who are not able to attend.
10. A photographer will be contracted to take pictures during the ceremony to prevent parents and guests from collecting at the stage. All audience members will be expected to remain in the seats throughout the entire ceremony.
11. All spaces will be cleaned by the district's custodial before and after the ceremony with added focus on high touch surfaces of door handles, sinks, faucets, drinking fountains, light switches, bench seating, and handrails using EPA approved disinfectant cleaners.

### **Family and Guests**

1. Each graduate will be limited to have no more than 6 guests present to attend the ceremony to limit the total audience size.
2. All family members and guests attending the graduation ceremony will be seated on the football field.
3. The district will set up 240 chairs that will be placed 6 feet apart to ensure social distancing throughout the ceremony. The chairs will be disinfected and sanitized prior to use.
4. Families and guests will be allowed to bring their own chairs to sit in if they prefer.
5. Several district staff members will be placed intermittently from the high school parking lot to the football field to provide masks and remind family and guests about maintaining social distancing as they enter and exit the facility. Staff members will assist with seating.
6. The district will also hang signage between the parking lot and the football field reminding family guests about maintaining social distancing as they enter and exit.
7. All family members and guests will be asked to wear masks and do frequent hand hygiene.
8. A letter outlining the graduation ceremony details and limitations will be sent to each graduate and their parent/guardian. A copy of the letter will also be posted on our school district website and Facebook page.

## Medical

All persons coming to the graduation ceremony will follow social distancing guidelines as recommended by local, state, and federal health officials:

1. CCSD#2 Screening Tool will be sent to parent/guardian of graduates and staff. All attendees will do self-assessment using the screening tool prior to entry of school facility grounds; questions about the screening tool to be directed to school nurse by the Friday prior to graduation ceremony.
  - a. CCSD2 Screening Tool (to be done electronically or via paper)
2. Frequent hand hygiene: encourage hand washing; hand hygiene stations stocked with hand sanitizer will be placed at entry/exit points and various sites of the facility for convenience of all and to encourage hand hygiene.
3. Maintain a social distance of 6 feet between individuals per social distancing guidelines; physical contact (i.e. hugs, handshaking) will be discouraged between those who are not in the same family unit.
4. When a social distance of 6 feet is not feasible, masks will be recommended.
5. It will be encouraged for those who have their own masks to bring them and for those that do not, CCSD#2 will provide one.
  - a. Cloth Mask Guidance:
    - i. <https://www.mayoclinichealthsystem.org/-/media/national-files/documents/covid19/how-to-wear-and-care-for-your-cloth-mask.pdf?la=en&rev=a9f0645631704f15bc56b1005b6cbff8&hash=0954D5D30AE3C04FCDCCA814139F6761>
    - ii. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

### *GENERAL GUIDELINES for COVID-19*

Those who are encouraged to stay home:

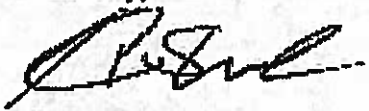
1. Those with a compromising medical condition (i.e. Cardiac disease, Lung disease, Diabetes, etc)
2. Has a temperature of 100°F or higher
3. Has any of the following symptoms of headache, sore throat, cough, difficulty breathing, muscle aches, chills, loss of smell/taste
4. Those who within the past 14 days, have had close contact (within 6 feet for at least 10 minutes) with anyone who has been diagnosed with COVID-19

## Disinfecting and Sanitizing

1. The district custodial staff will come in and disinfect and sanitize areas and surfaces that will be utilized before and after the graduation ceremony.
2. Custodians will wipe down/sanitize with the H2Orange Cleaner disinfectant..
  - a. Custodians will also use the GenEon Mist Sprayer. This sprayer has proven to kill germs.
    - i. Envirox 117 is a Multi-Purpose Cleaner-Sanitizer-Virucide-HBV. EPA registered.
    - ii. Laboratory tests in accordance with the AOAC protocols have determined that GenEon solutions kill greater than 99.999% of common germs in less than 30 seconds. This includes bacteria such as Listeria, MRSA, Staph, VRE, Pseudomonas, Norovirus, Salmonella, E.coli O157:H7, Bacillus subtilis, Polio, Bacteriophage, and TB.
    - iii. Even though GenEon solutions are powerful enough to eliminate these harmful germs they are still safe for people and for use on almost every surface. Lack of exposure to harmful chemicals greatly reduces the risk of health problems being experienced by your employees and clients. This means more productive employees, more satisfied clients, and a more efficiently run business operation for you.

Thank you so much for considering our request to make our graduation as special for our seniors as possible. If you require any additional information, please do not hesitate to contact me. I can be reached by phone at 307-436-5331 or via email at [cshadrick@converse2.org](mailto:cshadrick@converse2.org).

Sincerely,



Coley Shadrick  
Superintendent of Schools