

Covid-19 Return-to-School
Safety Procedure
Grade Level Holding Spot Assignments

Arrival Shift

All Students from 7:00-7:30am

Grade Level	Morning Shift Location	Seating Arrangement
PreK	Classroom w/Tutor	At assigned seat in classroom
K	Cafeteria	By static group & assigned seat
1 st	Wing B	By static group with partitions
2 nd	Multipurpose Room	
3 rd	Wing A	
4 th	Wing A	
5 th	Multipurpose Room	
6 th	JrH Gym	
7 th	JrH Gym	
8 th	JrH Gym	

Dismissal Shift

Car Riders & Walkers

Grade Level	Morning Shift Location	Seating Arrangement
PreK	Wing B	By static group with partitions
K	Wing B	
1 st	Wing B	
2 nd	Wing B	
3 rd	Wing A	By static group with partitions
4 th	Wing A	
5 th	Multipurpose Room	By static group with partitions
6 th	JrH Gym	By static group with partitions
7 th	JrH Gym	
8 th	JrH Gym	

** Younger siblings in PreK-4th grade that leave campus via JrH Car Line will report to the Multipurpose Room and sit 6 feet apart from other students.

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Safety Procedure
Classroom Disinfecting Protocols

Classroom disinfecting supplies include:

- 1.) Hand Sanitizer Station (adhered to wall inside doorway of classroom)
- 2.) Spray Bottle with disinfecting liquid
- 3.) Microfiber Towels
- 4.) Trash can for used microfiber towels (keep in classroom & only use for disinfectant towels)

How To Obtain Disinfecting Supplies (PreK-5th Grade):

Disinfecting Spray Bottles

1. Location: Beside the cafeteria hand washing station
2. Procedure: Pick up a full bottle from the cart (as needed)
Place your empty bottle on the bottom shelf of the cart

Microfiber Towels

1. Location: Beside the cafeteria hand washing station
2. Procedure:
 - a. Morning Pickup = Pick up 6 towels from the cart
 - b. Afternoon Drop off = Place used towels in the hallway trash can located in the Library Hallway (labeled "Used Towels")

How To Obtain Disinfecting Supplies (Junior High 6th-8th Grades):

Disinfecting Spray Bottles

1. Location: JrH Workroom
2. Procedure: Pick up a full bottle from the cart (as needed)
Place your empty bottle on the bottom shelf of the cart

Microfiber Towels

1. Location: JrH Workroom
2. Procedure:
 - a. Morning Pickup = Pick up 6 towels from the Workroom
 - b. Afternoon Drop off = Place used towels in the trash can located in the JrH Workroom (labeled "Used Towels")

Times of Day To Disinfect (PreK-5th):

All student tables and high touch areas inside the classroom must be disinfected a minimum of 3 times per day. Suggested times include mid-morning, after lunch, and end-of-day.

Times of Day To Disinfect (JrH):

It is required that all Junior High classrooms be disinfected at the switch of every class period. At the time the next class of students enter, the classroom should be disinfected.

*****As you disinfect during the school day, place your used microfiber towels in your "used towels" trashcan in your classroom. At the end of the day, take your used towels and dump them into the Used Towels Trash Can in the Library Hallway (PreK-5th) or JrH Workroom (JrH).**

Covid-19 Return-to-School
Safety Procedure
Static Group Protocols

Static Group Definition

Each homeroom of students is considered a static group.

Each static group will stay separated from all other static groups for the duration of the school day.

Keeping Static Groups Separated

Efforts to keep static groups separated are in place for arrival shift, dismissal shift, breakfast/lunch, recess, PE, Computer Lit., and Library.

RTI Groups and Static Groups

All PreK-2nd grade classes will conduct RTI instruction within their homeroom static group. When possible, RTI classes for 3rd-8th grade classes will be leveled instruction classes, but seating arrangement of students in the RTI class will still recognize static groups in which the students originate from. All students in leveled 3rd-8th RTI classes are required to wear a mask at all times and only sit in their assigned seat.

Static Groups Switching Classes

For 6th-8th grade classes, switching classes must keep the integrity of static groups. All static groups must walk in a line from one classroom to the next. There can be no students leaving the line to walk anywhere different than their next classroom location. At the most extent possible, there should not be more than three classes walking through the hallway at one time.

Students should already have their materials for the next class in hand as they exit their current classroom. Once they reach their next classroom location, students should immediately hang up their back pack and quickly enter the classroom. It is the responsibility for every teacher to develop a specific procedure for disinfecting the classroom as switching of classes takes place.

Covid-19 Return-to-School
Safety Procedure
Health Screening & Isolation Protocol

Health Screening Upon Arrival

- I. Body Temperature Checks
 - A. Faculty/Staff, Students, & Visitors
 1. Temperature scanners have been installed at each morning entrance point of the building. As faculty/staff and students enter through these main entrance points, the temperature scanner will take each temperature. The scanner will take a picture of any person whose body temperature is 100.4 or higher.
- II. Health Screener Questionnaire
 - B. Faculty/Staff & Visitors
 1. All faculty/staff and visitors must complete a health screening questionnaire upon entrance to the building each day.

Isolation Protocol

- I. **Isolation Upon Arrival To School**
 - A. Any student whose temperature is 100.4 or higher must be isolated immediately.
 1. The duty teacher will alert the Principal or Coordinator immediately.
 2. The student will be placed in Room 126 for isolation
 - a. The student's parent will be called by either school admin or school nurse.
 - b. The student's temperature will be re-taken approx. 10 min later.
 - c. The student's parent is expected to pick up the child from school immediately.
 - d. The student will remain in either Room 126, with the school nurse, or with Outpatient Medical Center personnel until picked up by a parent.
- II. **Isolation During School Day**
 - A. Any student who becomes ill feeling during the school day should be allowed to see the school nurse or personnel in Outpatient Medical Center.
 1. The school nurse or Outpatient Medical Center personnel will determine if isolation is required.
 2. If isolation is required, the student will remain under the supervision of the school nurse or Outpatient Medical Center.
 3. The student's parent will be called to come pick up the child.

Covid-19 Return-to-School Safety Procedure

Facemasks, Meals, Recess, Elective Classes, Restroom Breaks, & Water Bottles

Facemasks

I. Facemasks Requirements

- A. All faculty/staff no matter their position title are required to wear a facemask at all times until otherwise directed by the district.
- B. All students grades 3rd-8th are required to wear a mask at all times.
- C. All visitors no matter their reason to visit campus are required to wear a facemask at all times.

II. Style of Facemask

- A. Facemasks or facial coverings (neck gaiters) are allowed.
- B. Any color, design, or shape is allowed as long as it adheres to the NPSB Dress Code guidelines for accessories.

III. Facemask Medical Excuse

- A. As of 7-27-20, faculty/staff who present a medical excuse to not wear a face mask can wear a face shield with material attached to the bottom in place of a facemask.

Meals

I. Breakfast

- A. All students grades PreK-8th will eat breakfast in their homeroom classroom.

1. PreK-5th

- a. By 7:20am, the cafeteria staff will deliver a cart of meals & milk to each grade level's area of the hallway.
- b. Homeroom teachers need to direct their students to pick up a breakfast on their way into their homeroom class.
- c. Students have from 7:20-7:45am to eat breakfast in their classroom.
- d. Empty trays and milk cups should be placed back on the cart for pick up by custodians.
- e. A list of which students ate breakfast should be sent to the cafeteria by 8:00am.
 - 1. Lists need to include the student's name and #.

2. Junior High

- a. By 7:20am. The cafeteria staff will deliver carts of meals and milk to the JrH Lobby.
- b. Homeroom teachers need to direct their students to pick up a breakfast on their way into their homeroom class.
- c. Students have from 7:20-7:45am to eat breakfast in their classroom.
- d. Empty trays and milk cups should be placed back on the cart for pick up by custodians.
- e. A list of which students ate breakfast should be sent to the cafeteria by 8:00am.
 - 1. Emailing your list to Ms. Brian should suffice.
 - 2. Lists need to include the student's name and #.

II. Lunch

- A. All students grades PreK-8th will eat lunch in their classroom.

1. PreK-5th and Junior High

- a. By 5 minutes before your lunch time, the cafeteria staff will deliver a cart of meals & milk to each grade level's area of the hallway.
- b. Teachers should direct their students to pick up a lunch from the cart and take it back into the classroom to eat.

- c. PreK-2nd students have approx. 20 minutes to eat. 3rd-8th grade students have approx. 15 minutes to eat if recess is being observed that day.
- d. Empty trays and milk cups should be placed back on the cart for pick up by custodians.
- e. A list of which students ate breakfast should be sent to the cafeteria by 8:00am.
 1. Emailing your list to Ms. Brian should suffice.
 2. Lists need to include the student's name and #.

Recess

- I. Maintain Static Groups – Absolutely no mixing of static groups allowed.
 - A. Only one static group class is allowed in any outside area at one time. Non-negotiable.
 - B. PreK & K are the only grade levels allowed to use play equipment. Non-negotiable.
 - C. 1st-5th grade static groups must stay separate on the playground. Non-negotiable.
 - D. Static groups can use their own class play equipment on the playground.
 - E. Recess times must be adhered to specifically.

Elective Classes

- I. Transition to PE/Computer Classes
 - A. Static Groups & Socially Distanced
 1. All 3rd-8th students must wear a mask when transitioning to elective classes.
 2. Students must stay in static groups when transitioning to/from PE/Computer class.
 3. While in PE class, static groups will be kept separate in the event of more than 1 class being in PE at the same time.
- II. PE Class
 - A. Static Groups
 1. While in PE class, static groups will be kept separate in the event of more than 1 class being in PE at the same time.
 - B. Disinfecting PE Equipment
 1. PE equipment should be disinfected after use by each class or the PE teacher(s) should create bundles of equipment specific to each class. If the latter is chosen, PE equipment must be disinfected at the end of the day.
- III. Computer Class
 - A. Students need to bring their school-issued iPad with them to Computer class.
 - B. If desktop computers are used in the Computer Lab, disinfecting of computer keyboards and mouse should take place at the end of each class period.

Restroom Breaks & Water Bottles

- I. Schedule
 - A. Each grade level will have a schedule for students to go to the restroom and fill water bottles.
 - B. Static groups must be kept separate at all times.
 - C. Hand washing and the use of hand sanitizer will be closely monitored by the teacher.
- II. Water Bottles
 - A. Touchless water bottle fillers have been installed in the school in place of water fountains.
 - B. All students are allowed to bring a water bottle to school and refill it at schedule times.
 - C. Students should only drink from their own water bottle.
 - D. Water bottles should be kept in the student's backpack at all times.
 - E. NO water additives such as Kool-aid, Crystal Light, etc. can be added to water. Plain water is allowed only.