

Part I: Memorial Park Building-Based Student and Staff Safety Protocols

Student, Family, and Staff Training

Students and families will participate in a Safety procedure orientation and training at the start of the school year which goes over each of these safety precautions. Staff will have their own training when they return on August 31st.

General School Day Expectations

- Students and staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- ☐ Fever (100.4° Fahrenheit or higher), chills or shaking chills
 - ☐ Cough (not due to other known cause, such as chronic cough)
 - ☐ Difficulty breathing or shortness of breath
 - ☐ New loss of taste or smell
 - ☐ Sore throat
 - ☐ Headache when in combination with other symptoms
 - ☐ Muscle aches or body aches
 - ☐ Nausea, vomiting, or diarrhea
 - ☐ Fatigue, when in combination with other symptoms
 - ☐ Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- Students and staff are required to wear a mask/face covering that covers their nose and mouth during the school day. Students must also wear masks on school buses. Students who refuse to wear a mask will complete coursework remotely. If a student has a medical condition and is unable to wear a mask, alternative education will be provided to that student. If a student or staff member prefers a face shield, a mask needs to be worn under the face shield.
 - Students and staff should remain six feet apart. Signage will be placed throughout the building to remind students that it is important to keep social distancing.
 - Students and staff are required to exercise hand hygiene (hand washing and sanitizing) upon arrival to school before eating, before putting on and taking off masks, and before dismissal. Students and staff should hand wash or sanitize for 20 seconds. Hand sanitizers will be placed at key locations- (building entrances, cafeteria, classrooms).

Equipment and Supplies

Students are expected to bring their own masks to school each day. Disposable masks will be available for any student and/or staff members who need them.

Additional equipment and supplies available for staff who need them include:

- Nitrile gloves (custodians, nurse, direct service providers)
- Disposable gowns (custodians, nurse, direct service providers)
- Eye protective wear/goggles (custodians, nurse, direct service providers)
- Face shields (all staff)
- N-95 ventilating masks (nurse and COVID isolation room supervisor)
- Sanitizer and Paper Towels (all rooms)

Transportation

Students who take the bus to school will adhere to the following guidelines.

- Follow the directions of a bus driver and monitor on each bus. The bus monitor will supervise students to make sure the following safety precautions are followed: check on at home prescreening, monitor entry/exit of students on the bus, supervise physical distancing, enforce mask-wearing, make sure windows are open, check supplies of sanitizer and make sure students use it upon entry.
- Sit in their assigned seat. Only one student will be assigned per bench; alternating the side of the bench.
- Students who board first will be assigned seats on the back of the bus. Students who board last will sit in the seats toward the front of the bus.
- Students will exit at the direction of the bus monitor; students seated closest to the front of the bus will exit first.
- When students depart off the bus, students need to sanitize when they enter the school building.

Arrival at School

- Screening procedures and temperature checks will not be required at the point of entry to the school.
- Elementary students will arrive at a different time this year (proposed 9:15 am arrival).
- Family Drop-Off will occur at the Reed Street Drop-off and/or park and walk in students to designated grade level doors to line up 6 feet apart. A staff member will supervise to make sure students sanitize and wear masks when entering the building. As soon as students exit the car, they will follow these entrance procedures:
 - Grades K will line up and enter/exit at the front of the building (main entrance)
 - Grade 1 will line up and enter/exit at the end of playground away from building on blacktop
 - Grade 2 will line up and enter/exit at the end of playground along the building on blacktop
 - Grade 3 will line up and enter/exit at the grade 3 doors on the playground.
 - Grade 4 will enter/exit on the opposite side of the school building through the PPS door
- Bus drop-offs will arrive at the Main Entrance and go directly to their grade level locations. Only one bus will exit students at a time. A staff member will supervise to make sure students sanitize and wear masks when entering the building.

- The sanitizer will be stationed at all entrances. Students must sanitize and wear a mask when entering the building.
- Families/Visitors (including outside providers) will not be allowed into the school or onto the playground areas.
- If possible, entry doors will be left open during arrival.
- When students arrive at school, students should report directly to their classroom using the grade level entrance. Breakfast will be delivered to the classroom.
- For any student with a dismissal note, notes should be delivered to the teacher. The teacher will send a photo of the note to Helen and Jan via email.
- Lunch counts will be taken and a photo of the form should be sent directly to Michele Rugnetta via email.
- The decision on where student belongings will be stored in the classroom and coordinated/organized will be the responsibility of each individual classroom teacher.

Bathroom Use

- Bathrooms will be cleaned and disinfected frequently. One person will be allowed in a bathroom at a time. When a student enters the bathroom, they will make sure they sanitize their hands prior to entering and after exiting to return to class. Bathrooms will be designated to each classroom and will be non-gender. Signs will be posted on facilities to be used only by the designated class.
- Bathrooms will be cleaned and disinfected regularly using EPA-registered disinfectants.
- Instructions for proper hand washing will be posted in restrooms.
- Custodians will frequently stock bathrooms with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no-touch trash cans.

Breakfast

- Breakfast will be served in the classrooms. Students who eat breakfast are expected to discard their trash and then clean their area. Students do not need to wear masks when eating breakfast as long as they remain six feet apart.
- Students will be allowed to take off their masks when eating their breakfast. Students must remain seated six feet apart.

Inside the Classroom

- We are encouraged to minimize mixing student groups but there are no required maximums for cohort/group sizes. There are no required maximums for cohort/group sizes.
- A minimum physical distance of three feet but six feet is recommended. We will go for six feet.
- Desks & tables will face the same direction.
- Students will have assigned seats.
- Any teacher is strongly encouraged to hold class outside. A Google Calendar sign out sheet will be used for signing up for outside areas throughout the day.

- Students should not share supplies- pens/pencils/crayons. Anything that is passed around the class should be discouraged. If supplies are shared, the supplies must be disinfected by the student and/or staff member after use. Students must also use sanitizer or wash their hands if supplies are shared.
- A teacher may build a mask-break into their day. If doing a mask break, a teacher should take students outside.
- Students should disinfect their desk area at the end of lunch, snack, or mask break. Spray and towels will be provided for each classroom.

Lunch

- Students will eat lunch in a classroom with a maximum of 10 students. Masks/face coverings will not be worn during meals, so students should be six feet apart from each other.
- Food will be brought to each classroom. Students are encouraged to bring their own food as well.
- The sharing of food items and utensils will not be allowed. *The district will be peanut-free, so, no peanut products will be allowed at school due to students with allergies.*
- Assigned paraprofessionals will supervise lunch in the classroom. Teachers will have their own lunch, away from students.
- Students will throw out their lunch in big barrels in the hallways. After lunch, students need to clean off their desk, as well as wash their hands.

Grade Level Lunch Schedule and Scheduled Movement/Mask Breaks

10:30-11:00: Grade K, Lunch/Recess (Recess in assigned areas)/Mask Break at 12:30

11:10-11:40: Grade 1, Lunch/Recess (Recess in assigned areas)/Mask Break at 12:30

11:45-12:15: Grade 2, Lunch/Recess (Recess in assigned areas) /Mask Break at 10:30

11:45-12:15: Grade 3, Lunch/Recess (Recess in assigned areas) /Mask Break at 10:20

12:30- 1:00 Grade 4, Lunch/Recess (Recess in assigned areas) /Mask Break at 10:30

Dismissal

- Students will be dismissed by grade level at the end of the day. Dismissals will begin at 2:20 PM.
- Staff members will be stationed at exits: each grade level exit. Bus students will exit the cafeteria doors to busses.
- Students need to self-sanitize and wear their masks as they depart the building. The sanitizer will be placed at each exit.
- During dismissal, exit doors will be left open when possible.

- Any student who is dismissed with COVID-19 symptoms will require a parent to pick the student up. Parents will need to call the school when they arrive and wait in their car for their child to be dismissed. A staff member will sign the student out and include who picked up the student.
- Students who have provided dismissal notes in the morning on the day of their dismissal, will have the student meet the family outside for pick-up. Parents will need to call the school office at arrival and the student will be sent out to their car.

Nightly Cleaning

- The custodial staff will clean and sanitize facilities and surfaces, focusing on high-touched surfaces. This will be done throughout the day, but especially during the hours of 3pm and 10pm. The building will not be used in the evening.
- Custodians will replace hand sanitizing throughout the school day so there is plenty during the course of the school day.
- Custodians will regularly stock bathrooms with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no-touch trash cans.
- Signage promoting effective health and safety procedures will be placed throughout the school.
- During the evening in the fall, windows will be left open overnight.

COVID-19 Related Isolation Space

- Schools are required to designate a COVID-19 related isolation space that is separate from the nurse's office or other space where routine medical care is provided.
- Any student who shows COVID-19 symptoms during the school day should be sent to the nurse, and, after assessment, will be moved to the specific room pre-designated for medical-related isolation, until they can be picked up by a family member.
- When inside the isolation room, students must remain six feet apart, wash their hands when they enter and leave space, eat outside when possible.
- The windows inside the isolation room should remain open.
- Staff members who supervise the COVID-19 isolation room will wear a N-95 mask, face shield, and remain six feet apart.
- In-school COVID-19 testing will not occur; students' families should discuss testing with their healthcare provider.

Vaccines

- Students should be current on all standard vaccinations before they return to school in-person.
- Students and staff are encouraged to get their flu vaccine.

Mental Health & Trauma

- Prior to the start of the school year, staff will be trained in mandatory reporting, signs of the students at-risk, and provided with resources to support each other as employees.
- Outside health care providers will not be allowed into the building. Services must be arranged during non-school time.

