

Orrum Middle School Re-Entry Plan ([In This Together, PSRC RE-ENTRY Plan](#))

	Task	Person(s) Responsible	Plans	Date Completed
SHN	6 Feet Markings or Spacing • Classrooms • Restrooms • Locker Rooms • Staff Meetings • Lunch Room • Office/Reception Area • Etc.	Principal/Asst. Principal School Custodians/CO Maintenance	Both Buildings enclosed areas, 4 Breezeways, Mobile Units and All Classrooms Media Center, Office, Teachers Lounge, Safe Room, ISS, Gym, Safe Room, Cafeteria, Restrooms Custodian Staff will mark the corridors between the breezeways in both buildings with 6 feet markers for the rest rooms. All grade level breezeways will have 6 foot spacing markings going into each classroom and entering into the corridor for the restrooms at both side entrances. Only 2 students are allowed in the restroom at one time. In the boys' restrooms, 2 urinals will be accessible, other 2 will be taped off. Both stalls will be open. In girls' restrooms, all stalls will be accessible. PE Staff will provide 6 ft. spacing on floor in locker rooms. Staff Meetings will be held either virtually via Google Meet or during Grade Level Planning in a Grade Level Teacher Classroom or in the Media Center. Spacing protocols and masks will be used with cleaning afterwards. We do not have a space large enough to meet with all staff and be able to follow COVID Guidelines. Cafeteria will not be used by students. We will do grab and go	

			breakfast and lunch will be carried to the classrooms. We will still mark floor with 6 ft spacing and arrows In the front office reception area, chairs have been removed, only allowing for 2 people to be in office, which is all we have room for. 6 foot spacing area will be marked by custodial staff for staff sign in. Currently, no visitors are allowed in the building. Staff sign in and the temperature check in area, they are not coming into the building to sign in.	
SHN	Signage Posted • Main Entrance(s) about Symptomatic Entry • Six feet reminders and all other required	Principal/Asst. Principal School Custodians/CO Maintenance	Signage coming from central office to replace what we have already posted in main building, entrance doors Custodial staff will post signs on all classroom, gym, cafeteria/ bandroom doors/windows by doors and building entry areas. 6 ft reminders will be placed outside of classrooms and both corridors by custodians. Custodians will also place signs in the teacher lounge and by restrooms in the lounge.	
SHN	One Way Hallways Identified or Directional Markings (where applicable)		We only have one small area, coming by the cafeteria from the busses, bus riders in the 55h and 7th grades will cross paths with the car riders in the 6th and 8th grades.	
SHN	Arrival Procedures for Bus Riders to include Temperature Screening, Entrance	Principal/Asst. Principal	As buses arrive at the back of campus, we will unload one bus at a time. Buses will be unloaded in the order they arrive from first to last. Students will be called off of bus one at a time for temperature check. Students will wait by the cafeteria single file	

	Doors (Attestation Form)		and go to their respective grade level classrooms, social distancing will be observed. C. Britt, J. Lawson, S. Nance and R. Navarrete will check temperatures of all bus riders, record temperature and give admit slip, and monitor social distancing. M. Martin will stand by the cafeteria in case students are showing signs of COVID and escort them to the safe room. Attestation form Regena Connor
SHN	Dismissal Procedures for Bus Riders indicating Entrance and Exit Doors	Principal/Asst. Principal	We have 5 buses - have to load back to front. At buses, Enrichment, C. Britt, Grade Level Teachers. We will load buses from first in line to last in line. We will dismiss the bus number from the first bus to the last. One grade level teacher from each grade will escort students to the bus loading area.
SHN	Arrival Procedures for Car Riders to include Temperature Screening (Symptom Screening Checklist), and Entrance Doors	Principal/Asst. Principal	All car riders will come in through the 5th grade wing. T. Ransom, N. Hunt, and B. Locklear will record temperatures and monitor social distancing. Students will enter through 5th grade breezeway, go by cafeteria for grab and go breakfast on the way to their classes.
SHN	Dismissal Procedures for Car Riders indicating Exit Doors	Principal/Asst. Principal	Students will be dismissed and walk through the front area of school to get in the car rider lane. . 5th grade will stay in classrooms for social distancing, 6th, 7th, and 8th will wait on breezeway by grade level areas and social distance. If any problem occurs with social distancing, we will move 6th and 8th grade pick up areas to the front parking lot. TA's and classroom teachers can walk students to the loading area and monitor social distancing. Parents or the person picking up students will have the student

			name displayed on the windshield of the vehicle.	
EHN	Arrival Procedures for Staff to include Temperature Screening (Symptom Screening Checklist), and Entrance Doors	Principal/Asst. Principal	All staff will park their cars and come to the front office area to sign in. Same procedure we have been following. All classes except for media have breezeway entrances so staff will leave the office and follow their respective breezeway to their class. Media will take 6th grease breezeway to building 2 entrance and go into Media Center	
EHN	Dismissal Procedures for Staff indicating Exit Doors	Principal/Asst. Principal	Staff will exit through their respective breezeway to go to their vehicles. Media will exit through the door and go out of Building 2 door to car.	
SHN	Physical Barriers installed in Restrooms or block off alternating sinks. (Where Applicable)	CO Maintenance/Custodian	Every other urinal in the boys restroom will be taped off. One of two sinks in each restroom will be taped off. All water fountains will be taped off.	
CN (Oper)	Breakfast Procedures (Served in the classroom)	Principal/Asst. Principal Child Nutrition Staff	As students arrive on campus, unload off of the bus and exit cars, they will go by the cafeteria. Car riders will have a grab and go area set up inside the vestibule connecting the 5th and 7th grade breezeway. They will grab breakfast and proceed to the classroom. Bus riders will exit the bus and come by the cafeteria entrance area. A grab and go area will be set up under the breezeway in this area. They will grab breakfast and proceed to their respective classrooms. All social distancing guidelines will be followed.	
CN	Lunch Procedures	Principal/Asst.	All Orrum Middle students will have a set scheduled lunch	

(Oper)	(Served in the classroom)	Principal Child Nutrition Staff	time. Lunch will be brought to the classrooms and students will eat in their classrooms.
SHN	Daily Handwashing Schedule to include before and after lunch	Principal/Asst. Principal Teachers	Bathroom and handwashing schedule is attached below. Teachers will have hand sanitizer in their classrooms. All sinks are in the restrooms, so handwashing and restroom breaks will occur simultaneously. Custodians will be responsible for taping off urinals, sinks and water fountains.
SHN	Daily Restroom Schedule	Principal/Asst. Principal Teachers	Bathroom and handwashing schedule is attached below. Teachers will have hand sanitizer in their classrooms. All sinks are in the restrooms, so handwashing and restroom breaks will occur simultaneously.
SHN	Students and teachers in small cohort groups that stay together to minimize interactions. (Where applicable)	Principal/Asst. Principal Teachers	Grade levels are on the same breezeway. Each grade level will have breaks, lunch times, hand washing times so that they occur back to back or simultaneously to minimize interactions with other students/grade levels.
SHN	Recess/Physical Activity Schedule, Mask Break Plan (limiting the use of shared equipment)	Principal/Asst. Principal Teachers	Students will have a designated time for PE.. All PE will be held outside, weather permitting. Students will have a mask break at class change times. Schedule is attached.
SHN	Instructional Plans for - Physical Education - Music Class - Band	Principal/Asst. Principal Arts Supervisor EC Director EL Lead Teacher AIG Supervisor	PE will be held outside weather permitting. Enrichment teachers/AIG teachers are already following a designated schedule of times for each grade level. Teachers are already holding classes daily at their designated times.

	• Chorus • EC • EL • AIG	Teachers	Enrichment teachers will go to the grade level classes at designated times. Grade level teachers will get a planning period, all learning for enrichment will still be in google meet style setting.
SHN	Late Arrival Procedure for Students	Principal/Asst. Principal Secretary Teachers	Parents/students will come to the designated area in front of the office to be checked in. Temperature and questions will be asked. Upon passing the entry check, students will be logged in, given a note and escorted to class by a school staff member.
SHN	Early Dismissal Procedure for Students	Principal/Asst. Principal Secretary Teachers	Parents will come to the front office designated area, a staff member will go outside the office to meet. ID will be checked and verified as a person to be picked up. The student will be called from class using the intercom system.
SHN	Non School Employee Visitor Procedure (No one allowed beyond front office.)		Non School visitors will report to the designated area in front of the office. An office employee will exit the office to assess visitor needs and address them at this point. No public or non-school employee is allowed in school buildings or on campus.
SHN	Protocol for Students sent to office	Principal/Asst. Principal Secretary Teachers	Teacher will call the office and the office will call admin/SSA/SRO to go pick up the student and remove from the classroom.
SHN	Protocol for Students sent to the Nurse's Office	Principal/Asst. Principal Teachers Nurses	Teachers will call the office, send the student to the office with a note. Office staff will call the nurse or appropriate person if the nurse is not on campus.
SHN	Procedure for Cloth Face Coverings (Face Cloth Breaks,	Principal/Asst. Principal Nurses	Students will get a face covering break before class change to go to their next class. If weather permits, they can go to a designated area off the breezeway before moving to their next

	Providing Extras, etc.)		class. If weather doesn't permit, a break will be given in the classroom before going to the next class. Windows and doors will be open as permitted to follow CDC guidelines.	
SHN OPER (Fac)	Procedure for Cleaning and Disinfecting High-Touch Surfaces	Principal/Asst. Principal Custodian	Custodians will clean highly touched areas 3 times daily (9:00, 12:00 and 2:30). These times coincide with meal and restroom times. They will be cleaned as students cycle through with movement around and to these areas.	
SHN	Monitoring of hand sanitizer use and stations placed throughout the school.	Principal/Asst. Principal Nurses Custodian	Teachers will monitor the hand sanitizer in their rooms. As the custodian cleans the room, the teacher can let the custodians know as they need more. The self standing stations will be checked daily by the designated custodian. It will be changed or refilled as it is used up.	
SHN	Plan for Cleaning "Shared" Materials (i.e., Chromebooks, iPads, Calculators, Math Manipulatives, etc)	Principal/Asst. Principal Nurses Teachers	Students will have chromebooks and calculators assigned to them. Students will not share materials	
SHN	Schedule for Daily, Weekly and Monthly Cleaning	Principal/Asst. Principal Custodian	Samples Logs are already up on door and custodians are signing off on daily as they clean rooms. Will continue this process when students arrive. Teachers will wipe down student desks with disinfectant throughout the day and at the end of day.	
SHN	Safe Room for Symptomatic Individuals (Location)	Principal/Asst. Principal Nurses	A Safe Room has been established and staff assigned to monitor are N. Hunt, C. Britt, L. Jacobs, and M. Martin.	

SHN	Sick Room for Non-COVID incidents or accidents (Location)	Principal/Asst. Principal Nurses	Sick room for non-Covid will be the front office and/or ISS room.	
SEW	Plans for Addressing Social and Emotional Health	Principal/Asst Principal School Counselor School Social Worker Youth Development Specialist Student Success Advocates	Counselor starting Second Step Program with identified students. Plan will be in place to conduct activities during homeroom time.	
Plans to be developed in coordination with District Office				
PVP	Re-Entry Plan for Exceptional Children	EC Director	Our EC will follow the same guidelines as regular ed. Students. We don't have any self-contained or behavioral students on campus. If we need to change, we can review the IEP and make necessary adjustments for student success.	
Tran (Oper)	Transportation Plan to Parents, Students, Community	Transportation Director TIMS Department		
Tran (Oper)	Cleaning and Disinfecting Bus	Transportation Director		
Tran (Oper)	Bus Signage	Transportation Director Bus Drivers		