

HDMS - Hybrid Specific Guidelines for Guest Teachers

Face Coverings are required by all staff and students at all times and on all school district properties including both inside and outdoors. The one exception will be during student assigned lunchtime. According to OHA, “face covering” means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face (no gaiters, buffs, bandanas etc). If you are alone in the classroom

SIGN IN/SIGN OUT DAILY: For potential contact tracing sign in to and out of the building using the QR codes posted at the entrances.

SHARING: Students are not allowed to share supplies or food. Teachers may have school supplies to give to students. These supplies are to be given to students and not returned.

ATTENDANCE: After taking attendance on paper, call Gina at ext. 7330 with your attendance.

ISOLATION PROTOCOLS/SICK STUDENT:

- Ask the student to move to the hall/wing
- Call 7330
- An office staff will come get them (if possible), if not, teacher may choose to send them unaccompanied (if they are able) to the main office

CLASSROOM CLEANING PROCEDURES: After each class period, spray down used flat surfaces with two sprays of Waxie 730 (disinfectant) and allow it to sit for sixty seconds. Dry the surfaces with the dry mop. The dry mop head may be reused throughout the day. At the end of the day, wipe down the desks with a charged mop from the commons; this will also be done by the lunch duty staff after lunch. Please remember to daily put the used mop heads in either the used mop head bucket in your wing or in the used classroom rags bucket in the admin office by the mail slots. If you need more of the Waxie 730 spray or purple rags they are available in the admin office.

BATHROOM/HALL PASS QR CODES: Bathrooms will be closed during passing period. Students may use the restroom during class time. One student per class at a time will be allowed to visit the bathroom facilities located closest to their classroom. Students will check in and out of the classroom using the QR code hall pass system available in every classroom. Other than allowing students to use the restroom one at a time, most other requests to leave the classroom should be denied unless pre-arranged with the staff expecting them.

STUDENT SAFETY: Front entry doors will remain unlocked during the school day for students/parents to enter the vestibule. The lobby doors leading into the school, will remain locked and only opened to allow students or staff to enter the school. Please help us ensure that all other **exterior doors remain closed and locked unless being physically supervised** by staff to allow students to enter or exit. Once the staff member leaves the exterior doorway, the door should be locked and closed.

MAINTAINING PHYSICAL DISTANCING IN THE BUILDING

- **Hallways:** Two way traffic in hallways walking to the right, arrows signaling direction and flow of traffic. Center dotted lines for students to enter, pause and wait for a break in foot traffic when turning left.
- **Classroom wings:** Classroom wings are marked similar to a roundabout. Flow of traffic travels counter clockwise. Students will travel in this direction even if/when their next class is directly to the left; they must follow floor markings and go around while maintaining their distance from others in front of and behind them.