

# SES COVID Handbook Addendum

## Hybrid Learners

### Monday-Thursday

The content of this addendum supersedes all procedures noted in the SES Handbook when there are differences. Sisters Elementary School will be following these protocols until state guidance about COVID and in person instruction changes.

These processes and procedures are a synopsis of the Sisters Elementary School Operational Blueprint found at <http://ssd6.org/files/2020/08/Sisters-Elementary-School-Operational-Blueprint.pdf>.



#### Arrival Procedures:

**Bus riders:** Students will be visually screened by bus drivers at pick up. When they arrive they will enter the school through the gym doors and out onto the blacktop. They will then proceed to their classroom entrances.

**Parent dropoff:** Parents will drive up through the parking lot and to the yellow drop off zone. (PLEASE PULL UP TO THE FRONT.) **Parents will remain in the vehicle until staff have screened and accepted their students into the school and given parents a signal that they can leave.** Students will be visually screened by the staff in the drop off lane and once cleared they will walk through the gates onto the playground where they will proceed to their classroom exterior entrances. Older siblings will be permitted to escort K and 1st graders to their classrooms before going to their classrooms.

***When the screening indicates that a student may be symptomatic, the child will not be accepted into the school and will be sent home with the drop off parent.*** The school nurse will be consulted if there are any questions at the time of drop off.

Teachers will also screen students when they enter the classroom and students will sanitize their hands.

There will be a staggered start in order to accommodate the visual screening requirement. Students will arrive with the oldest sibling in family cohorts. Arrivals will occur as follows:

- 8:25-8:45: 3rd and 4th grade students and their siblings; bus riders
- 8:45-9:00: 2nd grade students and their siblings
- 9:00-9:15: Kindergarten and 1st grade students

#### Dismissal Procedures:

Students will remain in their assigned cohort at the end of day until released by their teacher. Cohorts will be individually released one cohort at a time. Parents will drive up through the parking lot to the yellow drop off zone (PLEASE PULL UP TO THE FRONT.) Parents will display their placard with student names and staff will call students to their vehicles. Each grade level will have a staggered dismissal time with all the students in a family leaving with the youngest student.

- 2:30: Kindergarten and their siblings
- 2:45: 1st and 2nd grade students and their siblings
- 3:00: 3rd and 4th grade students and bus riders

## IN SCHOOL PROCESSES:

- All classrooms have a displayed sign with human capacity limits based on classroom square footage. Classroom enrollment is capped below this limit to allow for multiple adults to be in the classroom with students and to arrange desks as close to 6 feet apart as is possible.
- Students will be using exclusive exterior doors to access their classrooms.
- Students will wear a mask while indoors and will be allowed mask breaks throughout the day in an outdoor environment. Masks and face shields are both allowed.
- Throughout the day students will be expected to remain 6 feet away from other students and teachers while encouraged to interact appropriately with others.
- Each classroom is a cohort and will remain as a single stable cohort for the entirety of the school day. There should be no interactions between cohorts during the day. The classroom teacher will maintain a daily cohort log and will record any interactions of a cohort with other adults or students.

### Student Illness:

- Our school nurse will be on-site daily and will support plan implementation.
- All students who become ill at school will remain at school supervised by staff until parents can pick them up in the designated isolation area (i.e., health room).
- Parents need to pick up their student within an hour of contact by school personnel.
- Staff and students with known or suspected COVID-19, or [displaying COVID-19 symptoms per current OHA guidance, CDC guidance,](#) or LPHA guidance, cannot remain at school and should return as directed by LPHA and/or School Nurse.

### Personal Property:

- Due to limited space each classroom will have a limit on the number of personal items brought into school.
- If personal items are brought to school, they must be labeled prior to entering school, and not shared with other students. THERE WILL BE NO LOST AND FOUND.
- All personal items are to be maintained within the classroom space.
- A full list of allowable items is as follows: (1 backpack, 1 refillable water bottle, lunch and snacks, 1 book, spare mask, 1 jacket, tennis shoes for PE, snow gear as needed). All items must be contained within the backpack.

### Parents/Visitors/Volunteers:

- Parents/Visitors/Volunteers will be unable to work within SES, enter the building while students are present, or complete other volunteer activities that require in person interaction, at this time.
- Adults in schools are limited to essential personnel only.

### Nutrition Services: (Sept.- Dec. 31, 2020 all students may eat a school breakfast/lunch at no charge.)

- Breakfast and lunch will be delivered to the classroom.
- Students will eat in their classrooms.
- Students will wash their hands or sanitize before and after eating.
- Students will be provided closed campus meals.
- Students will dispose of meal items in the hallway in a scheduled cohort by cohort manner.
- Desks / tables will be cleaned after meals.

### Seating:

- Student desks and other seat spaces are arranged so that staff and student bodies are at least six feet apart to the maximum extent possible while still maintaining the 35 square feet per person.
- Students are assigned seating so they are in the same seat at all times.

### Specials:

- As much as possible specials will occur outdoors.
- When indoors, as much as possible, alternate classes/ cohorts will have specials in their classrooms and the specialist classrooms to allow disinfection of surfaces between cohorts in the space.
- These schedules will occur in 3 week unit blocks.

**Recesses:**

- Students will sanitize their hands before and after recess.
- Students will be given the opportunity to remove their masks while outside at recess and PE.
- The playground will be sectioned off into 8 zones. Each cohort/class will be assigned one zone a day and will rotate through all 8 zones every 2 weeks. Each cohort/class will have their own equipment for the day and the equipment will be sanitized each evening.
- Playground / Recess activities will be planned to support physical distancing of 6 feet and to maintain stable cohorts while enjoying social interactions and exercise. This can include limiting the number of students on one piece of equipment, at one game, etc.
- Given the lessened capacity for equipment use due to cohorting and physical distancing requirements, teachers will set expectations for shared use of equipment by students and will support students with schedules for when specific equipment can be used.

**Hand Washing and Respiratory Etiquette:**

- Staff will provide age appropriate hand hygiene, physical distancing and respiratory etiquette education to endorse prevention. Students will be reminded, through signage and regular reminders from staff, of the utmost importance of hand hygiene and respiratory etiquette.
- Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately.
- Handwashing is recommended over sanitizing by the CDC. Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

**Libraries:**

- Staff will clean libraries and books prior to distribution.
- Staff will create checkout and return procedures allowing books to be untouched for 72 hours and sanitized.

**Environment:**

- When possible, schools will open windows or otherwise ventilate (through HVAC systems) the classroom before students arrive and after students leave, and while students are present if feasible.
- Staff will hold classes outside when possible and encourage students to spread out.

**Events:**

- Field trips that cannot meet the safety requirements will be designed virtually for the school year.
- All assemblies, special performances, school-wide parent meetings and other large gatherings will be cancelled or held in a virtual format if they cannot meet the OHA/ODE COVID safety requirements.
- Birthdays will be honored by teachers; however, no outside materials or food can be brought from home to share with classmates.

**Transitions/Hallways:**

- Teachers will implement established physical distancing guidelines for classrooms and transitions that are consistent across the building. Students will be trained in physical distancing protocols.
- When reasonable and feasible, teachers will move classrooms instead of students. Time standing in lines will be minimized and six feet apart.
- Transitions will occur utilizing exterior doors as much as is practicable.
- When necessary to use hallways, staff will maintain 6 feet of distancing and only one cohort will occupy the hallway at a time.

**Restrooms:**

- Each cohort will have designated restroom schedules alleviating waiting and large groups.
- The restrooms will be cleaned multiple times throughout the day.
- Teachers will remind students using the restroom, through signage and age-appropriate training, that they must sanitize their hands prior to going to the restroom and wash their hands with soap and water for 20 seconds afterwards.
- Soap will be made available to students and staff in all restrooms.

**Materials and Equipment:**

- As much as possible, each student will be issued their own supplies and books to eliminate shared materials. Each student will be assigned their own designated materials storage whenever possible.
- Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned frequently.
- Hand sanitizer and tissues will be available for use by students and staff.
- As much as possible, each cohort will be assigned their own PE and recess equipment to minimize sharing between cohorts.
- All classroom supplies and PE equipment will be cleaned and sanitized before use by another student or cohort group.

**Furniture:** All upholstered furniture and soft seating has been removed from student accessibility.