



## EIMS COVID PLAN

This document is designed to show parents/students how we have made changes to our daily routines to comply with state guidelines. The 2nd column is how we did things previously. The 3rd column is the “enhanced way” we will do things adhering to state safety protocols. The last column is a list of expectations for students and parents on how they can help maintain safety at EIMS.

**\* This may change over time as more information becomes available\***

<b>SCHOOL LEVEL EXPECTATIONS</b>	<b>During “Regular” school</b>	<b>PLAN A/B Social Distancing</b>	<b>Parent and student expectations during Plan A or B</b>
Procedures for:	Processes/Expectations:	Changes in Processes/Expectations	
Arrival at school	<p><b>Holding</b></p> <ul style="list-style-type: none"> <li>● Car riders wait in cafeteria until 7:50 when released to holding areas</li> <li>● 6th and 8th grade in gym in designated areas</li> <li>● 7th in auxiliary band room/chorus rooms</li> </ul> <p><b>Breakfast</b></p> <ul style="list-style-type: none"> <li>● Begins at 7:50</li> <li>● Students sit at designated tables as directed by teachers</li> </ul>	<p><b>Car Riders:</b></p> <ul style="list-style-type: none"> <li>● Door will open at 7:45am</li> <li>● Stay in the car until temperature is taken and checklist completed.</li> <li>● Enter the building and go to breakfast or straight to 1st block. (OR HR)</li> <li>● Maintain social distance in hallways at all times and wear masks.</li> </ul> <p><b>Bus Riders:</b></p> <ul style="list-style-type: none"> <li>● Will disembark the bus and go straight to have temperature checked and then move onto checklist station.</li> <li>● Once complete, move straight to breakfast or 1st block. (OR HR)</li> <li>● Maintain 6 feet social distance at all times in hallways and wear masks.</li> </ul> <p><b>Breakfast:</b></p> <ul style="list-style-type: none"> <li>● Will begin at 7:45.</li> <li>● Students will sit in designated seats</li> </ul>	<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>● Monitor your child’s health and communicate any symptoms to the school immediately.</li> <li>● If your child has a fever, do not bring them to school</li> <li>● If your child gets sick at school, we MUST have at least 1 (preferably more) working contact numbers to call to pick up the child.</li> <li>● Reinforce the expectation of maintaining social distancing at all times at school.</li> <li>● Encourage wearing face mask while in school and on the bus.</li> <li>● Stay positive</li> <li>● Communicate with us!</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>● If you have any symptoms, please tell your parent, guardian, or teacher.</li> <li>● Do not come to school if you have any symptoms.</li> <li>● Maintain 6ft social distancing between you and others at all times.</li> </ul>

		<ul style="list-style-type: none"> <li>Once finished, put on mask then move to 1st block maintaining social distance in hallways at all times (OR HR)</li> </ul>	<ul style="list-style-type: none"> <li>Wear your face mask at all designated times. We will provide time for you to take a mask break!</li> </ul>
Dismissing School	<ul style="list-style-type: none"> <li>6th grade and 7th grade begin dismissal at 3:22. 6th grade go to the right and stay to the right side of the hall in a single file line out to the buses. 7th grade go left around media center and stay to the left side of the hallway</li> <li>Car riders will break away from the line and exit out the front of the building</li> <li>8th grade (Wheel) dismiss 1st at 3:22</li> </ul>	<ul style="list-style-type: none"> <li>8th grade (Wheel) dismiss 1st at 3:20</li> <li>6th grade and 7th grade begin dismissal at 3:22. 6th grade go to the right and stay to the right side of the hall in a single file line out to the buses. 7th grade go left around media center and stay to the left side of the hallway</li> <li>Car riders will break away from the line and exit out the front of the building</li> <li>Maintain social distancing at all times</li> <li>Wear masks at all times</li> </ul>	<p><b>Students:</b> Please follow all expectations for social distancing and mask wearing. No congregating and waiting on friends to walk out to buses together.</p>
Devices/Technology	<ul style="list-style-type: none"> <li>Backpacks should have a designated padded laptop slot</li> <li>Should be placed in zippered backpack at the end of each class</li> <li>Carried with 2 hands when carrying in classroom</li> <li>If a day user, pick up first thing in the morning and return before going home or 8th graders turn in before going to wheel</li> <li>Will continue to monitor content through Gaggle</li> <li>All teachers will use Canvas as their Learning Management System (LMS) to house course materials</li> </ul>	<ul style="list-style-type: none"> <li>Backpacks should have a designated padded laptop slot</li> <li>Should be placed in zippered backpack at the end of each class</li> <li>Carried with 2 hands when carrying in classroom</li> <li>No Day Users, since students will have 3 days virtual, they all need their computers.</li> <li>Will continue to monitor email content through a program called Gaggle</li> <li>All teachers will use Canvas as their Learning Management System to house course materials</li> </ul>	<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Pay tech fee</li> <li>Encourage careful use of computer</li> <li>Encourage student to follow all aspects of the I-SS Acceptable Use Policy</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>Take care of your MacBook</li> <li>Follow all aspects of the I-SS Acceptable Use Policy otherwise, consequences could follow.</li> <li>Do not add a personal Gmail account - against the I-SS Acceptable Use Policy</li> </ul>

<p>Student is feeling sick</p>	<ul style="list-style-type: none"> <li>• Call nurses office to see if she is available (on the days she is at EIMS)</li> <li>• If the nurse is not on campus, call the office to make sure someone is aware a sick student is coming to the office.</li> </ul>	<ul style="list-style-type: none"> <li>• Call the office and the nurse (or designee) will come get student</li> <li>• Student will be placed in the isolation room if symptomatic.</li> <li>• Contact will be made to parent or emergency contacts to pick up the child</li> </ul>	<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>• Please make sure we have current phone numbers for you as well as emergency contacts. It is extremely important this year!!</li> </ul>
<p>A student discloses a desire to hurt themselves or others.</p>	<ul style="list-style-type: none"> <li>• Contact administration</li> <li>• Do not allow the student to leave the school premises or be unsupervised.</li> <li>• Counselor will meet with student and contact parents/guardian</li> </ul>	<ul style="list-style-type: none"> <li>• Contact administration</li> <li>• Do not allow the student to leave the school premises or be unsupervised.</li> <li>• Counselor will meet with student and contact parents/guardian</li> </ul>	<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>• Please encourage your child to talk to someone, including you, when they are feeling sad or depressed.</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• Please tell someone when you are feeling sad or depressed so they/we can help you!</li> </ul>
<p>There is an emergency drill (fire, tornado, lockdown)</p>	<p>See handbook</p>	<p>Same process as usual except students MUST maintain 6ft social distancing and even in the event of a drill - masks must be worn at all times.</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• We will be requiring you to maintain social distancing and wearing mask at all times, even in fire drills, etc.</li> </ul>
<p>Lunch Procedures</p>	<ul style="list-style-type: none"> <li>• Enter the designated line on time</li> <li>• Students should enter the line one time.</li> <li>• Students remain seated with their class during lunch, if a student needs to go back to the line, they need permission from an adult.</li> <li>• Students should be assigned jobs for cafeteria clean up - trash cans, table washer, floor sweepers, etc.</li> <li>• No food is to leave the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the designated line one time</li> <li>• Students should enter the line one time while maintaining 6ft social distancing (follow markings on the floor).</li> <li>• All students will take lunches back to their classrooms. Desks will be sanitized once students enter the classroom during the lunch block and then again after they eat lunch.</li> </ul>	<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>• Please stress the importance of maintaining social distancing and mask wearing at all times in the school building.</li> <li>• We encourage you to pay and keep up with lunch accounts for your child(children) with the online payment system to reduce the exchange of money at school thus limiting the spread of germs: <a href="https://www.k12paymentcenter.com/">https://www.k12paymentcenter.com/</a></li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• Students must maintain social distancing and wear masks at all times, even when waiting in line for lunch.</li> <li>• Students must wait in line on the “6ft” stickers placed on the floors.</li> </ul>

Tardy arrival to school	<ul style="list-style-type: none"> <li>• Tardy students report to the office for an admit slip.</li> <li>• Tardies will be coded by data manager in PS.</li> </ul>	<ul style="list-style-type: none"> <li>• Tardy students will need to be escorted to the front door by their parent until temperature check and checklist are completed</li> <li>• Student will then proceed to office to receive their tardy pass</li> <li>• Tardy will be coded by data manager in PS</li> </ul>	<p><b>Parents:</b> When bringing your child to school late this year (after 8:15), you will need to escort them to the front door until we can complete our safety protocol</p> <p><b>Students:</b> Please try to be at school before 8:15 unless you have an appointment.</p>
When returning from absence	<ul style="list-style-type: none"> <li>• On your way to your first class, bring your absence note and put in basket on the office counter</li> </ul>	<ul style="list-style-type: none"> <li>• On your way to your first class, bring your absence note and put in basket on the office counter</li> </ul>	<p><b>Parents:</b> Please make sure you send Dr. notes or parent written notes to school when your child is out OR complete the online absence form: <a href="https://www.issnc.org/cf_forms/view.cfm?formID=96&amp;composer_style=">https://www.issnc.org/cf_forms/view.cfm?formID=96&amp;composer_style=</a></p> <p><b>Students:</b> If your parent gives you a note to turn in, please turn it in first thing in the morning.</p>
Collecting & receipting money	<ul style="list-style-type: none"> <li>• Collect and receipt money daily as it comes in</li> <li>• Turn in to Bookkeeper daily by 12pm.</li> <li>• Do not send with a student, UNLESS only 1 student has turned in money, then send with that student</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and receipt money daily as it comes in</li> <li>• Turn in to Bookkeeper daily by 12pm.</li> <li>• Do not send with a student, UNLESS only 1 student has turned in money, then send with that student</li> </ul>	<p><b>Parents:</b> We are going to try to reduce the amount of money collected “at school” and do more online. Please check our online payment link on our school webpage to pay fees such as the yearly tech fee or purchasing a new charging cord. <a href="https://osp.osmsinc.com/ISS/">https://osp.osmsinc.com/ISS/</a> School lunch payments can also be paid online at: <a href="https://www.k12paymentcenter.com/">https://www.k12paymentcenter.com/</a></p>
Water fountain accessibility	<ul style="list-style-type: none"> <li>• May ask to get water using their hall pass/planner</li> <li>• Students may bring in water bottles with water only - no sodas or other sugary drinks</li> </ul>	<ul style="list-style-type: none"> <li>• Fountains closed</li> <li>• Students may bring in water bottles with water only - no sodas or other sugary drinks</li> </ul>	<p><b>Parents &amp; Students:</b> Students may bring water bottles from home. Be mindful that sport bottles leak and can damage MacBooks in bookbags. If bringing a sport bottle, make sure the lid closes and does not have a straw.</p>
Changing classes/hallway expectations	<ul style="list-style-type: none"> <li>• Walk 2x2 on the right side of the hallway.</li> <li>• Maintain flow of traffic pattern in the hallways at all</li> </ul>	<ul style="list-style-type: none"> <li>• Walk single file on the right side of the hallway.</li> <li>• Maintain flow of traffic pattern in the hallways at all times to</li> </ul>	<p><b>Students:</b> Please make sure you are following all expectations to keep yourself and others safe. We are counting on you to follow these</p>

	<p>times</p> <ul style="list-style-type: none"> <li>• Maintain normal speaking volume in hallways, no yelling</li> </ul>	<p>maintain social distancing.</p> <ul style="list-style-type: none"> <li>• Follow the markings on the floor. They are spaced 6ft apart. Use them as your guide to maintain a safe distance from the person in front of you.</li> <li>• Maintain normal speaking volume in hallways, no yelling</li> <li>• Face masks must be worn at all times</li> </ul>	<p>behavior expectations at all times.</p>
Busing	<ul style="list-style-type: none"> <li>• Buses for middle school students hold around 55 students.</li> <li>• Students may need to sit 3 to a seat</li> <li>• Student may have an alternate bus stop, ex. babysitter and home.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 child per seat (siblings may sit together)</li> <li>• 24 students per bus</li> <li>• Masks must be worn at all times</li> <li>• Students may only be assigned 1 bus stop</li> </ul>	<p><b>Parents:</b> Please monitor your child's health and do not send them to school if they have any symptoms and are running a fever.</p> <p><b>Students:</b> Again, please make sure you are following all safety expectations while riding the bus, including but not limited to - wearing your mask, sitting properly in the seat, using speaking volume, etc</p>
Sanitizing	<ul style="list-style-type: none"> <li>• Classrooms and bathrooms are cleaned once per day.</li> </ul>	<ul style="list-style-type: none"> <li>• Desks will be sanitized between each class period</li> <li>• Bathrooms will be cleaned 3 times per day</li> <li>• High touch areas will be sanitized 3 times a day</li> <li>• Bus seats will be sanitized after each route</li> <li>• Hand sanitizer will be readily available in each room and in the cafeteria</li> <li>• We are strongly encouraging students not to share ANYTHING - even pencils</li> <li>• Deep cleaning Wednesdays and Fridays</li> </ul>	<p><b>Parents:</b> We are strongly encouraging students not to share ANYTHING - pencils, earbuds, crayons, colored pencils, paper, etc. Please refer to your child's school supply list you will receive at Open House.</p> <p><b>Students:</b> You will be expected to use hand sanitizer frequently, especially upon returning to the classroom each time you use the restroom. Please do not share items with others so we do not spread germs.</p>