

# **Philomath Middle School COVID - 19 Procedures Handbook**



## **APRIL 2021**



# PHILOMATH MIDDLE SCHOOL

Steve Bell, Principal

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## *Introduction*

*The following information is for the purpose of preparing for the return to in-person learning at Philomath Middle School. The initial steps to the Hybrid Learning model are not a return to normal conditions. Students will attend school in-person on a restricted and limited basis. They will be required to social distance from one another, wear a face mask all day, and manage their body and possessions in a way that respects the space and health of others at all times.*

*Please take time to review this handbook with your children. If a question arises that is not addressed here, and you are not sure how best to deal with it, please reach out to our front office. Teachers will also review this information with their students prior to and as the in-person Hybrid model begins.*

*The student and staff home is our first line of defense against this virus. When everyone supports and reinforces expectations and procedures, we all benefit. By working together we can confidently take this next step forward.*

# Health and Safety

The building is set up with markings on the floors and furnishings arranged to maintain social distancing throughout the day.



Sanitizing touch points and common surfaces will take place regularly throughout the day. Students and staff will be expected to wash their hands regularly and/or use hand sanitizer when transitioning from one area to another.

The interior of the school building will be closed to the general public at all times. Parents who have a question can come into the office at any time; however, we will need to restrict entry to two people (or family unit) at a time. The best way to contact the office staff includes email ([chelsea.vanderzwan@philomath.k12.or.us](mailto:chelsea.vanderzwan@philomath.k12.or.us)) or phone at (541)-929-3167.

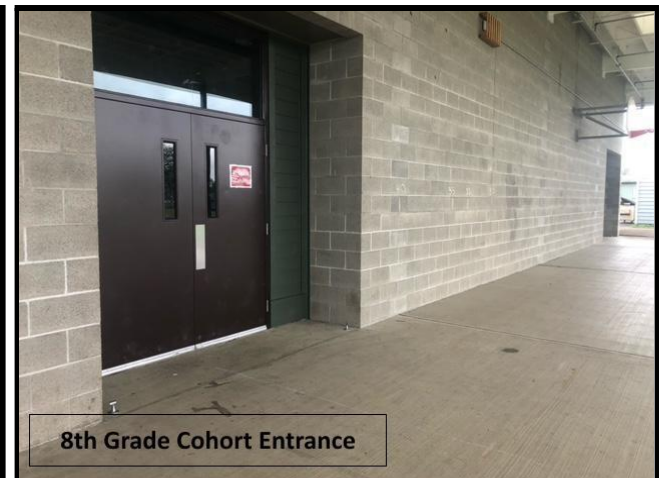
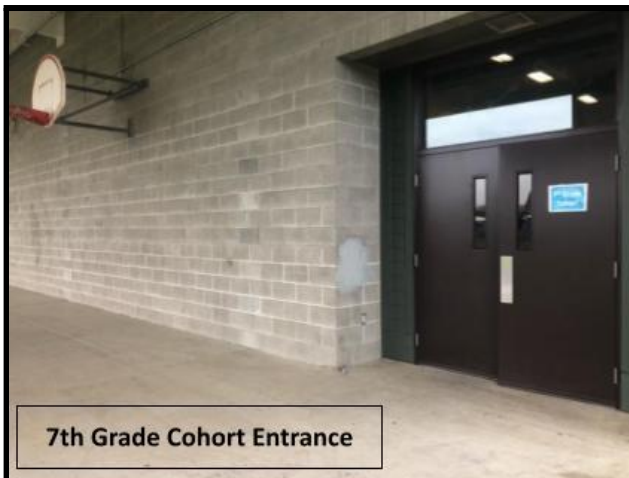
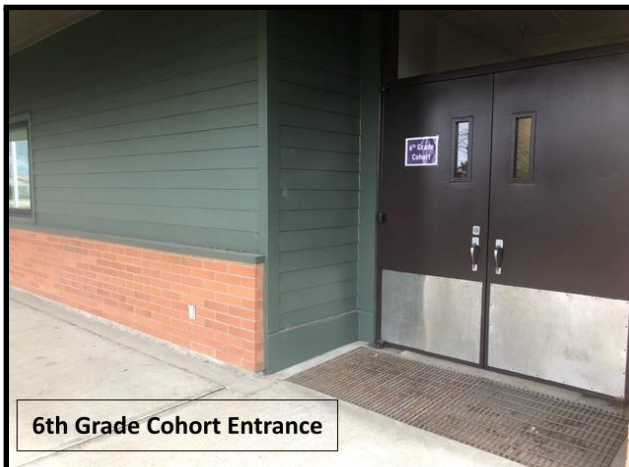
All people entering the building (staff, students, parents, etc.) **MUST** wear a face covering.

Parents please assess your child for any signs of illness before they get on the bus, get out of the car or leave the house in the morning. Your student will be sent home if they have a temperature of 100.4 and above, are presenting visual signs of sickness, or indicate that they have been in contact with others who have been sick. When in doubt, please exercise extreme caution and keep your child home.

# Parent Drop Off / Student Entry

Drop off for students should occur no sooner than 10 minutes prior to the start of their first on campus class. Students are required to enter through the door assigned based upon grade level cohort (please see the map at the end of the handbook). 6th grade will enter through the double doors at the front of the building (not the Office doors). 7th grade will enter through the multi-purpose room doors under the covered play shed. 8th grade will enter through the gym doors under the covered play shed.

Any student who has a temperature above 100.4 or has other visible symptoms of illness will be escorted to the isolation room and parents will be contacted to pick up their child.





# Bus Drop Off and Pick up

Buses will drop off and pick up all grades in front of the middle school. Upon arrival from school and being dismissed from the bus students are expected to walk to their assigned school entry point. At the end of the school day students are expected to exit the building from their assigned exit location and walk directly to the bus loading area in front of the school.

Buses will be cleaned frequently and conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus. Each driver will visually screen students for symptoms of illness, maintain attendance logs for contact tracing, and wear face coverings. There will be three feet of physical distance between passengers, and six feet of physical distance between driver and passengers, unless additional student support is required.

If you are in need of bus transportation to and from the school you need to register with the bus company. The form for bus registration can be found on the middle school website, [Philomath Middle School](#) or you may call Mid-Columbia Bus Company at 541-929-5474.



## Late Arrivers

Cohort entry doors will be locked 5 minutes after class starts (8:35am and 12:35pm). After the doors are locked, all students will enter through the main doors at the front office.

## Dismissal

Students will exit the building via the nearest exit door which, in most cases, will be an exterior classroom door. Students are expected to leave campus via bus, car, or on foot

immediately after school while continuing to wear masks and follow health protocols while on campus.

If a student is participating in activities after the school day they are to report directly to the location of the activity and follow all health protocols.

## **Masks / Sanitize / Distance**

- An approved face mask must be properly worn at all times. If a mask is unusable, the school will provide a disposable replacement mask for the day. Students should wear a clean mask to school each day. Face gaiters and face shields are not currently allowed. Students are free to wear their gaiter or shield in addition to the mask, but the gaiter or shield alone is not sufficient.
- Students must respect social distancing (6 feet) at all times while on school grounds (i.e. the classroom, hallways, cafeteria, outside, etc.)
- Each student will be required to use their own school supplies during the day. School supplies will be provided to students in need.
- Lockers will not be used. Students will carry their supplies with them from class to class.
- Students will be expected to wash their hands with soap and water or use hand sanitizer regularly throughout the school day.
- Students will have their own workspace or desk. If more than one student uses a space (Ex; small group reading table), that space will be cleaned between uses.
- A student's backpack, coat, or other effects should be kept in their personal work area.
- Students will remain in their designated work space unless given directions or permission from their teacher to move elsewhere.
- Teachers will be responsible for the sanitizing of desks between classes. With proper instruction and supervision, students may assist the teacher.

**Students who cannot comply with the health and safety protocols will be offered placement in either the CDL classroom or The Philomath Academy.**



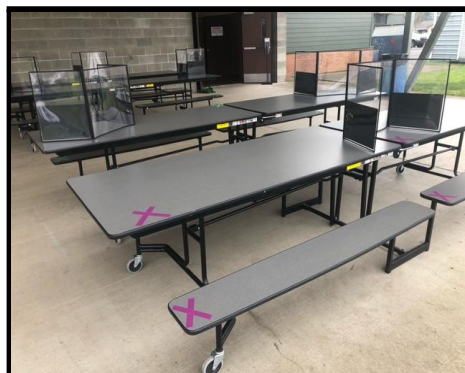
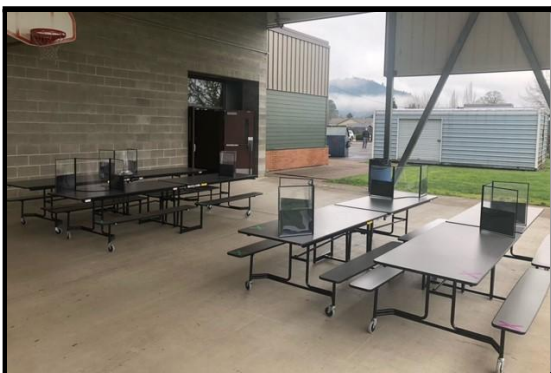
# Breakfast / Lunch

Traditional morning breakfast will not be provided. Class on campus will not begin until 12:30pm. Grab and go lunches (which includes next day's breakfast) will be available for all students free of charge. Students will be able to pick up a free lunch upon entering the building each day and will eat with their advisory group. Unfortunately, we will not be able to provide communal amenities. We will not have a salad bar, offer a microwave or provide hot water for lunches.

Students choosing not to eat school lunch are encouraged to eat prior to their arrival on campus. During the first week of the hybrid option lunches will be provided to every student. At the end of the first week students will follow a procedure in the Advisory class to order a free lunch for the following week.

Students may bring lunch from home and will be expected to carry their own lunch bag.

To allow for social distancing Advisory classes will have an assigned location for students to eat lunch. This location may be the classroom, a large room environment, or outside. Students may remove their facemasks only while actively eating. Once students have finished actively eating, they are expected to put their face mask back on.





# Daily Schedule Times

Fifth period, the first on campus class period of the day, begins at 12:30 p.m. Students should arrive on campus no sooner than 12:20 p.m. Seventh period, the last class period of the day ends at 3:00. Students should leave campus no later than 3:05 each day. Students will have staggered passing times between classes. There will not be a “recess” or “break” time in addition to passing times. Please see the “Student Daily Schedule” on page 11.

## Music

Band and Choir courses for the middle school will be offered in the morning during the CDL learning time. These courses are not offered during the hybrid model at school. It is possible that these programs may also be offered as a club activity after school.

## Physical Education (PE)

A student may have PE in person depending on their schedule. Equipment will be sanitized between each class every day. Students and staff must wear a facemask at all times. Activities will be designed to allow students to participate with their facemasks on. Appropriate social distancing will be expected during PE class. Classes should enter and exit the gym traveling in the same direction in the halls.

## Library

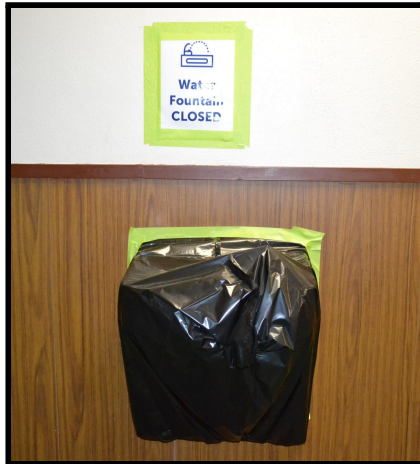
The library will be closed to general student use. Books may still be checked out through an appointment with our Library Media Specialist.





# Drinking Fountains

Drinking fountains will be closed for sanitation purposes. Students should bring a water bottle with them to school if they desire. A new water bottle filling station has been installed and is available in the main hallway near the student restrooms.



# Restrooms

Each grade level cohort will have their own restroom stalls available throughout the day. The student restrooms will be limited to an occupancy of 3 students at one time. Students will be asked to be responsible to follow the capacity guidelines.



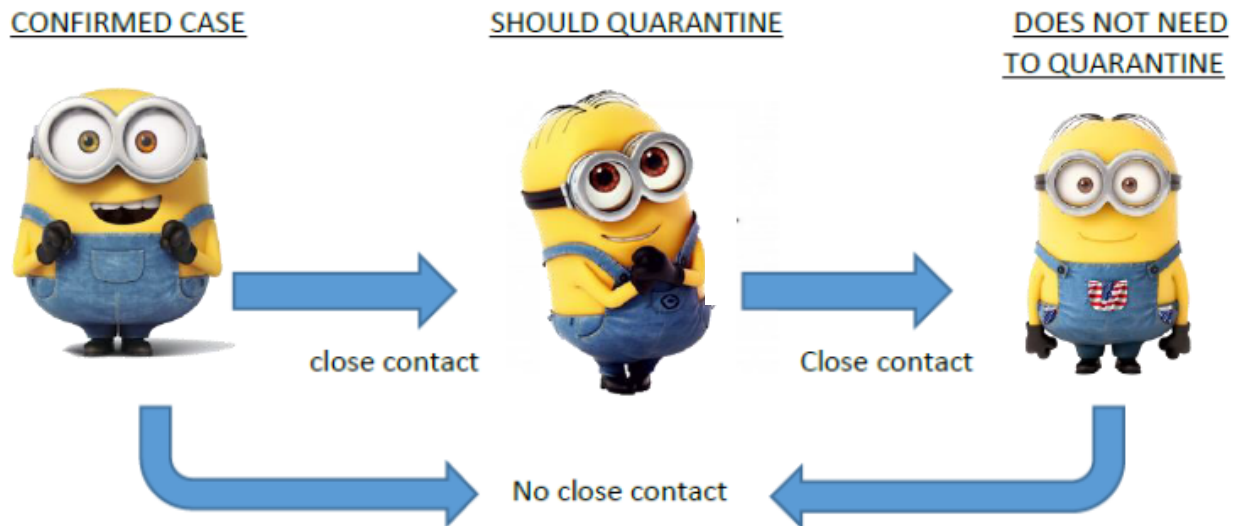
Restrooms will be cleaned during the morning session, afternoon session, and again in the evening. Students should wash their hands vigorously with soap and water for 20 seconds before returning to class. Teachers will have students use hand sanitizer when returning to class if it is appropriate.

# Infection Outbreak Protocol

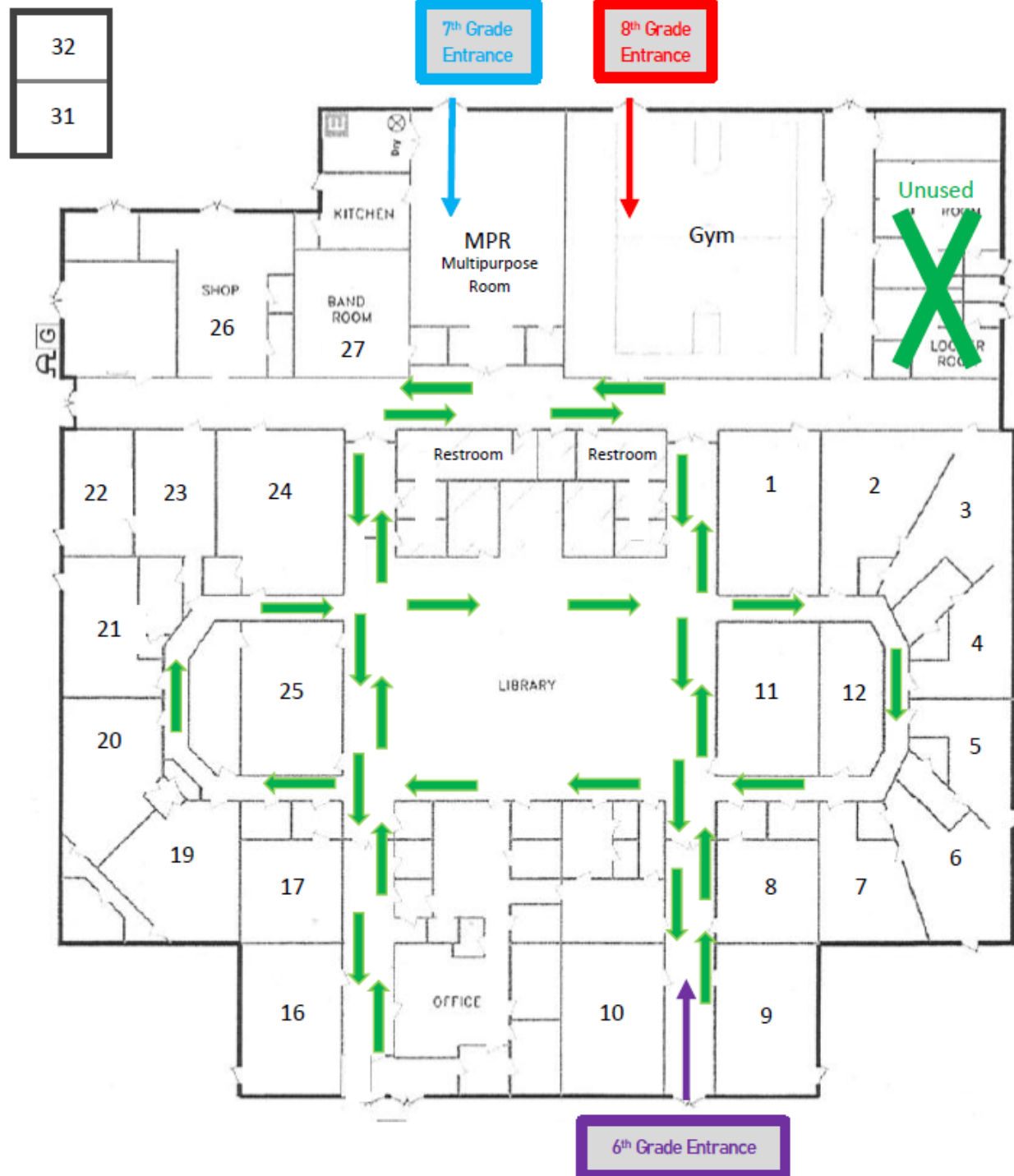
Individuals exhibiting symptoms of illness will be escorted to the supervised isolation room. The parent/guardian of the student and school district nurse will be notified. The student will wait in the isolation room until they are able to go home.

Students and staff who have tested positive for COVID-19 will quarantine at home. The school district nurse and the Benton County Health Authority will conduct contact tracing and determine the extent of the possible quarantine for the associated cohort of students and staff.

## General Quarantine Protocol



## Entry Points & Common Area Traffic Patterns



# Philomath Middle School

## Hybrid/CDL Model

### Student Daily Schedule - Option 1, 2, & 3

#### Monday

##### CDL

Advisory	8:30	9:30
Study Hall/ Teacher Office Hours	9:40	12:10

#### Tuesday - Friday

##### CDL

1st Period	8:30	9:00
2nd Period	9:10	9:40
3rd Period	9:50	10:20
4th Period	10:30	11:00

	CDL		In-Person					
			6th		7th		8th	
Student Arrival*			12:20	12:30	12:20	12:30	12:20	12:30
5th Period (Advisory)	12:30	1:00	12:30	1:00	12:30	1:03	12:30	1:06
6th Period	1:05	2:00	1:05	2:00	1:08	2:03	1:11	2:06
7th Period	2:05	3:00	2:05	3:00	2:08	3:00	2:11	3:00

\*Please note: students should not arrive to campus prior to 12:20

#### Option 4 (LIPI)

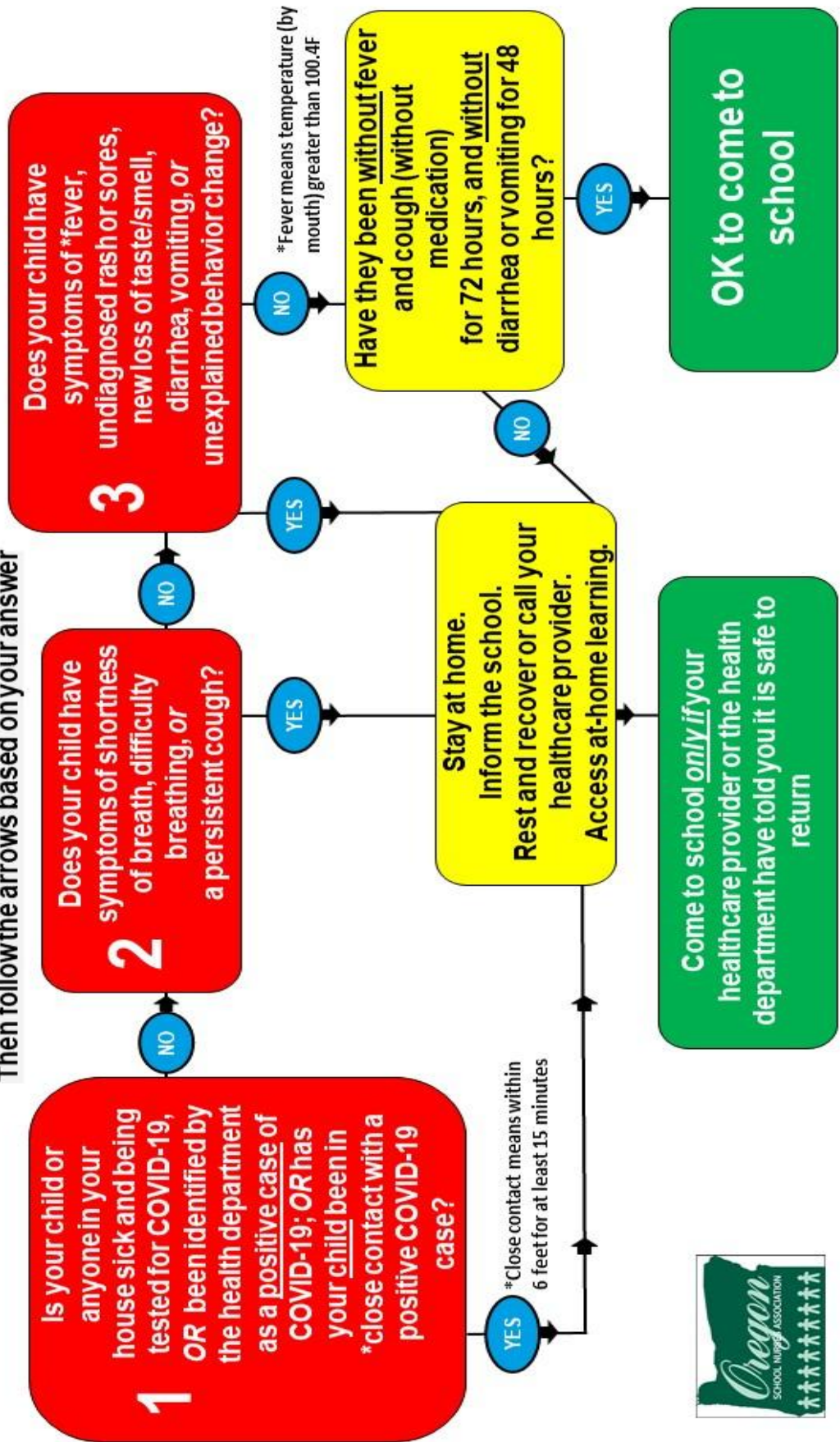
Limited In-Person Instruction students arrive to the school building no earlier than 8:20AM to attend their CDL classes in one of the school computer labs. They will have a structured break from 11:00-11:20, Study Hall from 11:20 - 11:50, and an enrichment activity from 11:50 - 12:20. Students will exit the building to re-enter with their afternoon cohorts.



# Can my child go to school today?

Start with the 3 questions below

Then follow the arrows based on your answer



## PSD Covid-19 Screening 2020/21

**Have you or a family member experienced any of the following symptoms in the past 48 hours:**

The presence of any of the symptoms below generally suggests a student has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. For students with chronic conditions, a positive screening should represent a change from their typical health status.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

If a child HAS any of the symptoms above **keep them home from school**

**Parents should contact the school to report if their child is sick, and then the school will contact the Philomath School District Nurse** if they think the scenario requires further investigation. The school nurse may ask some additional questions to help determine when it is safe for that child to return to school.

## **PMS COVID PROTOCOL FAQ'S:**

### **What principles help guide decisions?**

We are guided by 4 objectives as we increase in-person learning options.

1. Promoting behaviors that reduce COVID-19's spread
2. Maintaining healthy environments
3. Maintaining healthy operations
4. Preparing for when someone gets sick

Our guidance comes from the Centers for Disease Control and Prevention (CDC), the Oregon Department of Education (ODE), the Oregon Health Authority, and Benton County Public Health.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://govstatus.egov.com/OR-OHA-COVID-19>

*Ready Schools, Safe Learners Guidance*

<https://www.oregon.gov/ode/students-and-family/healthsafety/documents/ready%20schools%20safe%20learners%202020-21%20guidance.pdf>

### **What are the behaviors that help reduce COVID-19's spread?**

There are 5 key mitigation factors that are required for all students and staff.

1. Consistent and correct use of masks
2. Social distancing to the largest extent possible
3. Proper hand hygiene (sanitizing upon entry and regularly while on campus)
4. Regular and routine cleaning and disinfection
5. Contact tracing in collaboration with Benton County Health

### **How Do Students Enter the Building?**

Students are assigned a specific entry point based on their grade level.

### **What are cohorts?**

Cohorts help manage risks in the potential spread of COVID-19. Cohorts are stable groupings of students which are required to help maintain health protocols. Students will be assigned to a stable cohort at grade level. Every effort will be made to maintain the smallest cohorts possible.

### **What other steps are being taken?**

Mitigating the risk of Covid spread is addressed through regular sanitization of common spaces, strict adherence to wearing masks, social distancing, and regular exchange of air in the building.

### **How does building ventilation work?**

HVAC run times will begin two hours before school and continue for four hours after school. Air exchange occurs 6-8 times per hour. MERV 8 filters will be replaced on an increased schedule. All economizers will be closed and outside air distribution will be maximized while allowing for temperature regulation. Where appropriate and safe, doors and windows will be opened to allow for additional air flow.

### **What steps can we take at home to help?**

Students should never come to school if they are feeling sick or have been in contact with others who are sick. When it doubt, students should remain at home.

**Are there other helpful tips?**

Water fountains will be non-operational. Students should bring their own water bottle if they so desire. Lockers will not be provided as students will not congregate. Masks will be required on campus both inside and outside of the building.

**What about lunch?**

Free school lunch is available for all students when they arrive on campus (Students wanting school lunch will place their order during Advisory class). Students can pick up a school lunch as they are screened and enter the building. They will have time to eat during their advisory class.

**What happens if somebody on campus gets sick with COVID-19?**

The person will be moved to an isolated setting. The district nurse will direct the response with guidance and oversight from the Benton County Health Department.

**What does it mean to be “exposed” to a person with COVID-19?**

An exposure is defined as an individual who had close contact (less than 6 feet) for longer than 15 total minutes in a day.

**Will the buildings operate as normal?**

Access to the building will continue to be restricted to only those who are critical for daily operations (students and staff). Visitors and volunteers will be extremely limited. Students should arrive no earlier than 10 minutes prior to the start of class and should leave campus immediately following the last class.

**What will school look like?**

School will certainly look and feel different that we are all accustomed to. Students will be asked to maintain social distance and wear masks while on campus and in the building. Students will interact only with their grade level peers. Each classroom will allow for a minimum space per student as recommended by our local public health authority.

**What if the numbers of infections increase?**

Benton County Health will monitor all local cases and coordinate with the Philomath School District.