



COVID IN-BUILDING PROCEDURES

SLCSE-Bryant Middle School: Version 1.1

General guidelines

- **FIVE KEYS:** face coverings, distance, time, hands, and disinfectant
 - **Face coverings-** Masks worn at all times unless a student is eating lunch. Masks are to cover noses and mouth. Masks are worn anywhere on school grounds
 - **Distance-** Six feet rule is the ideal in all situations, but not always feasible. Aim to get maximum distance whenever possible
 - **Time-** Always consider this factor when making decisions. The longer the time frame, the tighter the adherence to CDC guidelines regarding exposure
 - **Hands-** Wash them often or sanitize when washing is not possible. Always consider touch points and reduce them as much as reasonable
 - **Disinfectant-** Our custodial staff is sanitizing the building often. At the classroom level, sanitize surfaces after each class
- Expect updates and changes to be made regularly regarding guidelines

Adult visitors

- In order to be admitted in the building, families must be buzzed into the Front Office for meetings. Until further notice, parents are not allowed anywhere else in the building
- Only essential personnel (defined as any person who is directly involved in the educational process of the school or has official school duties/business) will be allowed into the school building. All essential personnel visitors must:
 - Wear a face mask
 - Provide a photo ID
 - Sign into the school office
 - Wear a badge for all employees to see
 - Meet/work only in spaces identified upon check-in
 - Sign out of the office
- Regular attendees (ie. ATLAS team members) are not asked to sign in

After school program

- At this time we will not have an After School program. If this changes we will let you know

Backpacks and lockers

- Lockers will not be used. Students should carry a small backpack during the day
- Passing periods between classes will be staggered to promote social distancing

Breakfast and Lunch

- All meals will be served in grab-and-go bags
- Eating will take place at designated breakfast and lunch times only
- No snacking between or during classes
- Students will be distanced as much as possible
- Additional space will be created by moving several lunch tables into the foyer
- Students will be allowed to eat in the music and CCA halls

- Physical distancing is still required in outdoor spaces

Classroom layout

- Classroom seating should be organized to promote social distancing. This is impacted by the number of students who choose in-person learning
- Classroom doors should remain open for ventilation while students are in the classroom
- Teachers may place small pieces of tape on the ground with tape approved by custodian
- Classrooms should be using plexiglass barriers between students whenever possible
- Students should face the same direction
- Students must have assigned seats for potential contact tracing. Seating assignments should be consistent among teaching teams and be used for a minimum of two weeks. Teachers should keep a record of seating assignments for contact tracing purposes

Classroom sanitizing

- Teachers will spray desks with classroom cleaning solution after each class. Students will use paper towels (provided) before taking their seats
- Custodial staff cannot come into the rooms during the school day to support desk cleaning
- Staff should keep track of these supplied (paper towels and bottled cleaning solution). We ask that you notify custodial staff when bottles and paper towels need to be refilled
- Throughout the day, custodial staff will use the automated sprayer on touch points outside of classrooms such as door handles, walls and lockers
- When cleaning classrooms at night, custodial staff will use the automated sprayer. They will also fill sanitizing bottles (if yours gets low, a friendly reminder is always helpful)
- Do not leave papers out that you are not okay with curling up from the use of sanitizer

Computer lab

- We will require assigned seating for contact tracing
- Be mindful of physical distancing connected to how many students you bring into the lab
- Students should wipe down personal areas before they leave the computer lab
- Do not spray solution directly on devices

Library

- The number of student in the library at one time will be limited. Teachers can send one student per hall pass (we will make adjustments as necessary)
- Common touch points will be regularly sanitized
- Books will be quarantined for 2 days upon return
- It is expected that students wipe down areas just like in the classroom before they leave the library
- Do not spray solution directly on devices

Dismissal from school

- At the final bell, students should use the exit nearest their last class to leave the building in an expedient manner
- Students will not be allowed to remain on any part of campus after the final bell unless they have a pre-arranged help session planned with a teacher
- Student attending a pre-arranged help session with a teacher need to be in that teacher's room by 3:05
- Students waiting for transportation need to remain socially distanced and continue to wear their mask

Events/field trips

- We will not hold large events or go on field trips during the pandemic
- We will not hold school assemblies in person but might consider them via Zoom

Face coverings

- Masks must always be worn on campus
- The only exception is while eating
- Masks **must** cover the full mouth and nose
- Students should provide their own masks, but we will have disposable masks available
- If a student refuses to wear a mask, adult will use a precision request to ask student to put it on and leave it on. If, after a complete round of requests, the student does not comply, the student will be sent to the office. A parent phone call will take place with the understanding that the student will be asked to attend remotely if behavior continues

Faculty lounge

- When possible, eat in your own classroom
- In the lounge, only one person seated to eat per table. Please use the spray to wipe down your space when you finish eating
- Do not share food items

Hallways

- As usual, teachers need to be in the hallways helping to direct students
- While the six-foot rule will be encouraged, it may not be feasible in all situations
- Students are expected to keep hands to themselves
- Students are expected to move directly from one class to another without lingering

Hand washing/sanitizing

- Teachers will encourage hand sanitizing and hand washing as appropriate, especially:
 - When students first arrive at school
 - After being outside for physical activity
 - Before and after meals
 - After restroom use
 - After sneezing, coughing, or blowing nose

- Prior to leaving school for home
- Sanitizer and soap will be provided to teachers
- Hand sanitizing stations are set up at various locations in the building

Indoor air quality

- Please keep your classroom door open while students are in your room. This supports circulation and reduces touch points of opening and closing doors
- The district supports improved air quality in the building by:
 - Increasing the percentage of outdoor air introduced to the HVAC systems
 - Maintenance of HEPA filters in all HVAC systems, which are changed monthly
 - Installing and maintaining air ionizers in all building HVAC systems
 - Prioritization of indoor air quality over operational efficiency in heating and cooling
 - Exchanging all building air overnight as environmental conditions permit
 - Accelerating maintenance schedules on HVAC equipment to ensure optimal function

Laptops/student devices

- Students' laptops will go to and from school with them
 - We will teach explicit lessons to minimize potential damage to devices
 - A fully charged device should last a students throughout a school day. We know there will be situations of a student's battery dying at the most inopportune time. We are hoping to have extra charging chords in classrooms and possibly a charging station available at both lunches.
 - We do not know if the district will provide carrying cases for the laptops

Office work room

- Please try to have only two people in this space working at a time
- If you use shared equipment, wipe down the space before you leave

Restrooms

- Up to four students may be in the restroom at a time
- We need to have students line up on the red X's outside the restroom to meet physical distancing guidelines
- Two sinks are open in each bathroom. X's in restroom indicate where to wait if another student is already using the sink
- Do not use a physical hall pass this year
- Only one student per class may be outside the class at any given time
- Allow students to go to the bathroom throughout the class and day; this may include inopportune times (such as classroom instruction) to reduce mass usage of restrooms during traditionally high-traffic times
- Masks are to stay on in the restroom

Shared belongings

- Students should not share any classroom supplies
- Students may not share food of any kind
- Students may not bring treats or snacks to share

Students with symptoms

- Teachers who observe symptoms should contact the office and someone will be sent to escort the student to the sick room or Covid-19 isolation room
- All Covid-19 related situations need to be communicated to Matt Smith, the Point of Contact (POC) for SLCSE-Bryant. Matt will work with HR and the district nurses. Due to FERPA, very little information will be shared with others
- Our School Nurse will be utilized for support when available

Substitute chain of command

- We will continue to work on determining this section of who becomes the sub as it is difficult to find subs at this time

Symptoms

- Fever
- Cough
- Difficulty Breathing
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Congestion
- Nausea/vomiting
- Diarrhea

Teacher work room

- Please try to have only two people in this space working at a time
- If you use shared equipment, wipe down the space before you leave

Temperature checks

- From the district office: Routine temperature monitoring is not recommended at school for a couple of reasons. Many people, including children, who have COVID do not have fevers. Also, body temperatures vary depending on the time of day and on activity. It is better to have parents monitor for symptoms before sending their students to school because they can identify other symptoms as well
- Therefore, we **will not** be doing regular temperature checks
- We will encourage families to conduct regular morning checks of their students, so these kids never enter the building
- We will check student temperatures if they are sent to the office with other symptoms

Water fountains/bottles

- Every student will get a water bottle
- Fountains have been disabled throughout the building in the hallways
 - Classroom fountains should be covered so they are not usable.
 - Sink faucets may be used.
- Students can use the main water bottle filling station near the front office.

We are all in this together...

Let's remember to be kind to each other and we will get through it!