

5. Arrival and Dismissal Procedures

Team Leader(s): Regina Armstrong

Task Force Members: Building Principals, Union Presidents, Djuana Wilson, John Robinson, James Clark, Joy Vanhook, Dorian Segure, Sandra Powell

Considerations	Plan 1 – Return to School	Plan 2 – Blended & Remote
<p>Stagger arrival and/or dismissal times.</p> <ul style="list-style-type: none"> - Assign multiple student entry points rather than funneling all students through the same entry - Make arrival/departure schedules for students who walk or are dropped off at school 		
<p>Establish and clearly communicate procedures for caregiver/parent pickup.</p> <ul style="list-style-type: none"> - Explain to caregivers/parents that drop-offs should be as brief as possible - Ask caregivers/parents to wash their own hands and assist in washing the hands of their children before drop-off, prior to pick up and when they get home - Eliminate pen and paper sign-in sheets - Have hand sanitizer available when signing students in, whether paper or electronic device - Consider having one person sign students in and out - Install hand sanitizer at all entry points and in high traffic areas 		
<p>Consider student/visitor screening</p> <ul style="list-style-type: none"> - Individuals with 100.4 or above fever should not be admitted to school building or bus - Alert parents to keep their child home if sick - Encourage staff member to stay home if they are sick - Use a no-touch thermometer and disinfect after each use - Ensure that all screenings are implemented in a safe, respectful manner in accordance with applicable privacy laws and regulations 		

<p>On site health temperature screening protocol</p> <ul style="list-style-type: none"> - Develop protocol for daily pre-shift screening prior to entry - Provide strategically placed barriers to prevent anyone from missing pre-shift screening - Develop a policy for steps to be taken when an employee presents with fever or symptoms 		
School Visitors		
Limit nonessential visitors to all school buildings, including district offices and transportation facilities		
Hold all parent/teacher conferences and other meetings as phone/virtual conferences		
Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness. Screen all visitors before allowing them in.		
Restrict facility use for outside groups		
<p>Develop procedure for visitor sign in</p> <ul style="list-style-type: none"> - Eliminate pen and paper sign in sheets - Have hand sanitizer available - Consider having an individual responsible for signing visitors in and out 		
<p>Establish protocols for before and after school programs</p> <ul style="list-style-type: none"> - Sign-in and out procedures - Cleaning and disinfecting procedures - Use of PPE - Develop/use a self-screening symptoms checklist 		

Meeting Minutes
5. Arrival and Dismissal Procedures
June 8, 2020 2:00 p.m.

Attendees: Regina Armstrong, James Clark, Allan Wakefield, Carey Gray, Kelly Fairclough, Sheena Burke, Gary Rush, Richard Brown, Arlise Carson, Juanita Diaz, Sandra Powell, Carole Eason, Nicole Brown, Anita Reynolds, John Robinson, Joy Vanhook, Dorian Segure, Susan Thompson, Yohana Arevalo, Bridgett Burroughs, Rowena Costa, Sonia Hood, Lorna Barnes, Desiree Maurice, Florine Toliver, Winsome Brown-Cooke

James Clark opened the meeting with the topic of discussion to discuss how arrival and dismissal times and procedures would be implemented in the district. The high school and middle school already have staggered times and some elementary children come in early for breakfast. Pre-K and K come on busses as well as walk to school.

DS: Must reduce the number of students coming in at one time to keep the 6' distancing rule

JC: What about multiple entry points?

SB: Not possible. Not enough staff to do attendance and temperatures. Two entry points, maybe, but it will be hard to check both students and staff

RA: Everything would need to be replicated. Attendance, nurse, security

SP: It would be difficult at McNeil. There are 20 entry points. Everyone has keys. Losing a security officer

RA: Let us focus on what is needed to go forward

KF: We anticipate 50% class size. 10-11 students per class. They could eat breakfast in the classroom. We would need an additional nurse. Could do staggered time based on grade

CE: Currently one entrance for bus, one for walkers. Can have bus students come in two entrances but would need another guard

AC: At Front St. there are three entrances to use.

RB: May need to bring lunch monitors in earlier

RA: We need entry points with temperature stations and an isolation room.
To AW: Please start researching the temperature devices

BB: I have a meeting tomorrow with all the district nurses. I will see what they are using. Isolation rooms will have to be tailored to each individual building and where space is available

SB: What happens if a child has a fever, gets put in the isolation room, and the parent doesn't pick them up all day?

BB: Need to check temperature before the parent leaves

SB: A lot of kids come alone

CE: 90% of our students are bussed in

BB: Is working on a video on temperature taking and proper hand washing procedures to send to the parents

SP: You should think about a second isolation room. One for students, one for staff. JMcN has rooms and closets available

RA: How would we know who was a possible COVID case and not just a regular illness? You can't tell by just temperature

DM: What do we do for staffing of the isolation rooms?

BB: Adults don't need staffing

LB: How will be isolate other illnesses?

DM: While the nurse is taking temperatures, who deals with other potential emergencies in the building, i.e. asthma?

NB: It does not have to be a nurse taking the temperatures. Can we take the temperatures outside before they enter the building?

RA: Yes. But we cannot send an unescorted child home. They would have to come in

NB: How would the child get to the isolation room?

ST: We would need Spanish speaking people at the door as well

CG: We need a "Temperature Tent" with heat set up outside. Two – one for staff and one for students. Adults should just go home

RA: Can't send sick staff home. It's a liability for the district

JC: Could the tent be a holding point? What if child has temperature before getting on the bus? Should we take temp before they get on?

NB: We have to insist that the child be kept home if they are ill.

AW: What if it is a communal bus stop? Parent may be gone

RA: Older siblings may drop off as well

BB: Can we have the parent take the temp in the morning and text it to the school?

JR: Can security be trained to take temperatures?

BB: I will ask at tomorrow's meeting. It might mean a non-medical person is making a medical decision

DM: Do we have staff members with medical skills that could take the temperatures?

RA: That could be a union issue

DM: Just like we train staff members to use de-fibs

BB: Will check

RB: Can we use Hofstra med students as additional staffing in the morning?

JV: Likes the non-verbal video BB suggested. It should include not only hand washing, but proper use of mask, social distancing

BB: The video is in the works

JV: Parents need to be held accountable

BB: Can the parents sign something stating that they will follow protocol?

RA: Have to get legal guidance on that

JC: Need to change culture of parents and community about sending kids to school when they are ill. We need to do a lot of educating on this. Remember, if you have COVID, students and staff need to stay out 14 days. If there is a case in the building, we need to shut down 24-48 hours to clean the building. And what about students that come late? Do we need to keep these stations open all day?

CG: Have one of the portable rooms as a holding station. As far as late students (Dr. appointments, etc.) can nurse step out and check them?

SB: After class is in session only one entrance should stay open. Will staff have to be re-checked if they leave the building at lunch?

JV: And what about rainy days?

CG: Re-checking staff may be necessary; you will need a fully staffed station all day. People come and go all day here

SP: Eliminate the key system so that everyone must use one door

AW: ID cards can be programmed to stop entry at a certain time

YA: The food staff is first in the building before staff arrives. What about them? What is the protocol for drivers that go to all the schools, several times a day?

JC: Or our mail person. Do they have to be checked multiple times a day?

AW: It is not practical to check every time he enters a building

JV: I think they should be checked every time.

DM: Need to look at CDC guidelines. Do they check hospital staff that often?

DM: What about those hands-free kiosk machines at every entrance? Are they expensive?

RA: They may not be available here

(In chat room: Made by the FDA in California. Cost between \$2500-\$3500)

NB: All this testing will have an impact on instructional time. Will an early dismissal be required to stagger leaving times?

JC: What about before and after school? Weekends?

DM: Set up one or two stations in a central location for that purpose

AW: There is something called Thermal Imaging which can monitor 4 people at the same time

SP: "Bar Coding". A way to monitor visitors without any contact

WBC: Should we break into smaller groups and split the items addressed into sub-tasks?

JC: Good suggestion. We can branch off into more specific areas

(In chat room: Suggested floater nurses to go throughout the district)

Desiree Maurice asked to be added to this committee