

Standard Characteristics

School setting:

Recommendations are based on risk level and what you can do in your classroom.

Classroom

	<i>THESE PROCEDURES WILL NEED TO BE TAUGHT AND RE-TAUGHT. PRACTICE UNTIL PERFECT.</i>
Movement	Decide on entry/exit and how they move through your classroom. Do not leave all at once. Face coverings during transitions.
Duration	15 min or less gives low risk. Halls, bathrooms small groups should be kept in this time frame if possible.
Proximity	6 ft is low risk. Impossible for schools. Put desks in groups for 4-5 students, facing forward, and scattered about room. Remove all unnecessary extra furniture/supplies in classroom to help distancing.
Group Size	Fewer people less risk -- 4-5 on tables should reduce risk. Assign seats.
Respiratory Output	Teacher directed face coverings. Students to face forward. Use full classroom and spread students 3 ft or more.
Touch	Students will sanitize hands when entering classroom. Use sinks if available. Supplies are their own and not to be shared. Wipe off desks and chairs when leaving classroom.
Congestion	Procedures to avoid this. Signage in the hallways -- everyone the same direction. Jr High: Excuse by grade giving them time to enter next classroom. No bathroom during class changes or recess.

State requirements: Develop/provide educator training on implementing strategies to identify and mitigate risk in a classroom setting.

State Recommendations: Students wear face coverings when engaged in contact longer than 15 min within 6 ft; assign students to seats to support contact tracing; keep students, teachers, aides with each group to the greatest extent practicable; maximize space between seating and desks/tables; seat students facing forward.

Teacher Ideas: **** If you have items that can be removed from classroom, we can bring in a pod to store them for teachers.**

Jr high: recommend using large binder for A/B day with all supplies in it to cut down on locker time.

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Transitions	
Movement	Signage in hallways and classrooms. Water fountains off. Bring own bottle. Bottles can be refilled at lunch . Aide will be assigned to refill bottles by bathrooms during lunch. Face coverings at all times in transitions.
Proximity	Social distancing at all times. 3-6 ft whenever possible.
Touch	Do not touch anything that is not necessary. Keep supplies with students; do not share them.
Congestion	Keep doors propped open at all times. Elem -- stay on schedule. Jr high -- bells will excuse each grade level.
State requirements:	Identify high traffic areas and apply floor markings or signage to direct traffic.
State Recommendations:	Stagger or limit transitions to support contact tracing; minimize interactions with multiple groups; increase time for transitions; minimize and monitor confregations of students; use water bottles or cups with no water fountains: prop doors open to reduce touch; clean high-touch surfaces; encourage face coverings during transitions.
Teacher Ideas:	Teach social distincing and how it works in hallways and classrooms. Teach how inportant to not touch things -- door, lockers, tables not assigned, etc. Teachers in halls with the group being excused. Watch and correct problems.

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Entry/Exit Exit times will vary according to last names.

Movement &	Entry --Face covering on, go directly to class and sit in assign seat. No congregating in halls, bathrooms, outside, etc.
Proximity	Teach how to move in your classroom. Use signage to help them.
	Stairs are marked for up/down. Do not use the stairs by Roghaar's/Scov's room.
	Exit--face coverings on, excused alphabetically by last name. 3:05 =Bell for A-G: cross at cross walk and go to grass side.
	3:10= Bell for H-Z go to sidewalk closest to school. Students will go to their designated spot outside for pickup and will spread
	out 3 ft and/or familygroups. 3:15= Van Students: Released last and will go out east door, directly to designated van area at
	the end of the sidewalk.
Group Size	No more than 1-2 students together. Family members/car pools should be altogether for fast and easy pickup.
Touch	Keep hands, bags, etc. to yourself. Do not put them down for others to pick up.
Congestion	Avoid groups of more than 3-5. Social distance at all times. No congregating.
State requirements:	Develop flow paths in classes, lunchroom, bathrooms, etc.
State Recommendations:	Make available hand sanitizer or washing stations; visible signage to encourage physical distancing; avoid clustering at single points of entry/exit; stagger arrival and drop off/pick up times
Teacher Ideas:	This will need to be taught. We will try 1-2 trial runs the first day with teachers walking with them to their designated spots. During the trial, they will not take their bags or get into lockers.

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Restrooms	
Movement	Must wear a face covering. Only 3 at a time in bathrooms and will need to stay on distancing mark until your turn.
Duration	In and out quickly after washing hands with soap.
Proximity	At least 3 ft apart at all times.
Touch	Do not touch any surfaces that are not necessary. Thoroughly wash hands with soap each time.
	Bathrooms will be sanitized every hour.
State requirements:	Provide signage on proper hand hygiene; create schedule for cleaning high-touch areas; ensure gloves, face coverings are available for staff providing support in restrooms; provide training for proper cleaning protocols for Covid 19.
State recommendations:	Designate restroom for each grade/time; minimize numbers in restrooms; markings on floor for distancing; block off every other stall; encourage face coverings while in restroom; ensure soap is used.
Teacher Ideas:	No bathroom breaks during transitions: recess, jr high next class transition. Breaks will be given by teacher from class.

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Lunch Time

Movement

Face coverings worn until sitting at table. Social distancing at all times. Signage for flow of students. Stay at table until bell rings.

No back and forth from outside to inside for jr high. Only people buying at Hawks' Nest will be in line -- no friends

accompanying. Signage for standing in lines for food and Hawks' Nest.

Proximity

12 students assigned to tables. They must stay at that table for 1 quarter. Tables will be scattered throughout commons.

Seating chart will be necessary to allow for contact tracing.

Group Size

12 to a table. Jr high -- outside 4-6 at a table.

Respiratory Output

No sharing of food or drink.

Touch

Use sanitizer to keep hands clean. Refill water bottle with aide at bathroom fountain. Hot water/microwaves with aide only.

Congestion

Cannot congregate. Stay in seat at table. Dismissed by grade.

State requirements:

Mark spaced lines and flow paths; food servers wear face coverings; student hand hygiene routines before/after meal

State Recommendations:

Stagger lunch hours, decrease lunch times; record attendance and seating locations to support contact tracing; eat in classrooms; students wear face coverings while in lines; use paper cups and bottles instead of water fountain.

Teacher Ideas: The aides will be the only ones touching microwaves, hot water and refill water bottles.

Fridays in elementary: Once a month a grade/class will eat in classroom to allow more room on this short day.

Encourage parents to send cold food so that students do not have to line up for hot water, microwave.

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Large group/Full grade or Small Group

Movement	Use face coverings for transitions.
Duration	Less than 15 min if possible.
Proximity	Social distancing of 3 ft if possible.
Group Size	No large group unless social distancing is possible. Face coverings on at all times. Grade only for assemblies.
Respiratory Output	Social distancing as much as possible. Small groups with face coverings and teacher with face covering.
Touch	No touching in these groups. No sharing of supplies.
Congestion	Transition quickly into groups with face coverings. Social distancing at all times. Jr High go outside if possible.
State requirements:	Ensure group gatherings are organized with health and safety principles and requirements in place using health department.
State Recommendations:	Explore limiting/cancelling nonessential assemblies, recitals; hold multiple sessions of the same assembly; broadcast information to classrooms; alternate plans for whole staff gathering; staff and students use face coverings when in groups.
Teacher Ideas:	Leader of the Month for elementary and Jr high: announce over PA and call to office for award.
	Back to School Night: Record message and send to parents. Have live time on WebEx with appointments with parents/students who have questions or want to meet you.
	Realty town, Kids Biz, Expo, Plays, Recitals, JA Biz Town --- maybe later! Elem aides to teach JA lessons on Friday.
	Elementary: 3 Hawk Tickets given each week for you to choose: stickers for 1st-3rd; card for lanyard 4-6.

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Unique courses

(music, PE, art, SPED)	
Movement	Procedures of how to move around classroom with signage.
Duration	15 min or less if possible.
Proximity	Use signage with spots on floor to stand.
Group Size	Keep group as small as possible with 10-12 students per group.
Respiratory Output	Go outside or spread group using whole classroom to distance as much as possible.
Touch	No touching in these groups. Do not share supplies.
State requirements:	Identify courses that would be more at risk and make plans with support from health department as needed.
State Recommendations:	Music/ PE are inherently high-risk activity due to respiratory output; use outdoor spaces or space 6 ft apart; reduce duration spent face-to-face; build in time for sanitation between sessions/use
Teacher Ideas:	

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Recess

Movement	Line up with social distancing as much as possible. Walk single file with hands to self. No face coverings unless student wants it.
Duration	15 min or less
Proximity	Play! Face coverings not necessary.
Group Size	One grade on blacktop with other grade on grass. No switching back and forth. Switch every other day of place to play.
Touch	Hands to self. Clean off equipment when they return if possible.
Congestion	Single file to come in and go out. While playing try to keep groups 10-12 students.

State requirements: Ensure recess/playgrounds are managed with health and safety principles and requirements in place from health department.

State Recommendations: Alternate recess, playground time, use of outdoor spaces; disinfect equipment between each use.

School ideas: Alternate where a grade plays = one class on grass, other on blacktop OR split blacktop when grass not available.

If grass area is closed, that grade will need to stay inside OR split the blacktop.

Sanitize hands when coming back in -- use water with soap or sanitizer.

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Before/After School

Movement	Face coverings on when entering school. Go right to classroom and sit at table.
	Mask on when exiting. Students will go to their side of the pick up according to last family names and car pools.
Duration	15 min or less
Proximity	Social distancing with families in groups.
Group Size	No more than family members or car pool members.
Respiratory Output	Spread out on pick up area to social distance as much as possible.
Touch	Backpacks are on backs and are not taken off for others to touch. Supplies are not to be shared.
Congestion	Do not congregate in hallways or porch when leaving building.
State requirements:	Identify high traffice areas and apply floor markings or signage to direct traffic; no lingering in hallways; procedures for leaving classroom/ gathering bags to exit building; establish protocols for drop-off/pick up and communicate to families.
Teacher Ideas:	Students exit to a designated place for pickup; students stay in classroom if parents are late; all students go directly to classrom in the morning and sit at desk/table; students do not congregate in halls or classrooms; students have on face coverings entering/exiting.

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Visitors

Movement	Wear face coverings when entering school. Check in office. If needed in classroom questions will be asked about health. Temperature will be taken.
State requirements:	Limit nonessential visitors and volunteers to school; school determine essential vs non-essential; visitors need face coverings and temperature check.
State Recommendations:	Essential visitors only with no volunteers; sign in and sign out; call office before entering; name location being visited and reason. hand sanitizer at check in
Teacher Ideas:	No volunteers in classrooms. No drop ins by parents before or after school. They will need an appointment with teachers. Parents cannot come into the school for drop off or pick up. Curbside check out: parents will call the school to check out a student with a time to pick up. Office will call the student to checkout and walk them to the parent who called -- ID will be required. No checkout after 2:30. If item needs to be given to student, parent will wear mask in and put item on our shelves. Office will notify student.

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Office

Movement	Signage for entering and exiting office.			
Duration	15 min or less.			
Proximity	Social distancing from all students.			
Group Size	One student at a time.			
State requirements:	Designate entry/exit flow paths; limit students sent to the office for discipline or teach errands.			
Teacher Ideas:	<p>Designate standing areas.</p> <p>Teachers call before sending a student to the office, telling reason. Students needing to call home for non-sick reasons will use class phone.</p> <p>Deliver ice each day to teacher for student use in elementary.</p> <p>Teachers need bandaids to avoid movement as much as possible.</p> <p>If student has symptoms of illness: new mask, take temperature, call parents to quickly come to pick up, escorted out of building.</p> <p>Isolated in sickroom.</p>			