

## Marine Creek Middle School

### Safe Return to School Operational Procedures Plan

Fall 2020

“We will follow our health and safety protocols, including self-screening prior to event, wearing face coverings, washing hands or using hand sanitizer, and socially distancing as feasible. Our goal is to practice safe and healthy protocols not keep us apart.”

Please see EMSISD Learning Plan for district specific guidelines:

<https://www.emsisd.com/domain/7428>

#### General

- Within the first days of school, all students will receive age-appropriate personal hygiene lessons regarding hand washing, social distancing, and physical contact.
- Frequent handwashing reminders throughout the school day.
- Hand sanitizing product will be available as much as possible.
- Shared equipment and devices will be cleaned between usage.
- Every faculty member or district visitor entering the building will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently.
- Students are encouraged to bring a water bottle and latex-free face shield in addition to a personal face covering, mask, or gaiter.
- The use of personal paper, pencil, pen, markers, etc. will be supported by submitting work electronically as much as possible.

#### Face Covering

- Students pre-K through grade 12 are asked to bring a face mask as part of basic school supplies. Masks or cloth face coverings will be required to be worn while at school and will be supplied by the campus if a student does not have them. Students may be allowed to wear face shields in addition to masks, but masks will be required as described below.
- All adults will be required to wear a face covering. When working alone with no one in the same room, adults may temporarily remove the face covering. If someone enters the room, employees should put on their face covering. For employees, face coverings must adhere to Board Policy DGA(LOCAL).
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.

- Students and staff will use face shields and plastic desk dividers during small group guided reading and phonics lessons. Early reading skills are based on sounds combining to make syllables and words, and it is vital for beginning and developing readers to see the teacher's mouth as he/she forms words and syllables. It is just as important for the teachers to see students' mouths to correct sound errors and formations. For this reason, students and teachers will not wear masks during small group guided reading however, additional safety precautions will be put into place during these lessons.
- Students and staff may use face shields during instruction that necessitates instructional modeling in areas other than guided reading. Students may need practice with articulation, fluency, and modeling on how to make proper sounds. Face shields provide staff and students the opportunity to more accurately demonstrate movement of the lips, mouth, and tongue to make sounds. This also may include delivery of specialized therapies such as speech, occupational therapy, physical therapy, and dyslexia.
- Students will not be required to wear face coverings at recess or when actively exercising in PE/athletics. Students will be encouraged to maintain social distancing when possible during these activities. Students will wear masks in transition to/from these areas.
- Students will wear face coverings in Music/Art/Fine Arts unless otherwise specified by the teacher according to activity and distancing.
- Lanyards will be provided for elementary students to attach masks when not in use.
- Teachers and staff may wear face shields when outdoors and performing work that would be problematic to accomplish with a face mask, such as greeting students and families during morning drop-off and afternoon pickup. Staff should remain socially distanced from others and should put their mask on before going back inside the building.
- Plastic desk partitions will be used in classrooms to provide additional separation of students. Where partitions are not feasible, additional precautions to maximize distancing will be made.

### **Arrival and Dismissal**

- Students arrive in car lanes, by buses, biking, or walking between 7:45-8:15. The building will be accessible starting at 7:45 am.
- All students will wear a face covering when arriving on campus and at dismissal.
- Upon arrival, hand sanitizer stations will be available as well as various stations throughout the building.
- All student will go to designated area by grade level.
- Breakfast eaters will go to cafeteria to pick up a sack breakfast to eat in the cafeteria. After eating, students will proceed to designated area until class begins.
- **To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school.**

- Students will use various exits for bus riders, car riders, or walkers during dismissal to limit the number of students in the hallways. (See Map)
- During inclement weather, entrances and exits will be altered.
- **To encourage social distancing and mitigate congestions, parents are encouraged to stay in the vehicle for curbside drop-off and pick-up.**

### Classrooms

- Teachers should remove unneeded furniture and rugs to allow for maximum distance between students seating. Personal items should be taken home to allow for thorough cleaning of classrooms.
- Students are assigned an assigned seat in the classroom. Students will sit in their assigned space while in the classroom.
- Students remain in the classroom for all academic content areas.
- Students will not share supplies but will use their own paper, pen, pencil, eraser, and markers kept in their backpack.
- Three-sided dividers will be used in the classrooms as needed.
- Teachers are encouraged to use outdoors for instruction as much as weather permits.
- Teachers will have cleaning supplies for use in the classroom. Cleaning supplies should be kept out of reach of children.

### Common Areas

- Students will eat with class they have prior to lunch at assigned tables in the cafeteria with distancing as much as possible.
- Students will be encouraged to wash hands or use hand sanitizer throughout the day.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- All adults must wear face coverings in common areas.
- Students in EMS-ISD athletics/PE must always wear face masks unless actively exercising. This includes locker rooms, and when they are not able to 6 feet social distance. Students will always keep their masks with them. They remove them while actively exercising, but they must put them back on once their activity is over, or while transitioning through stations.

- Students in Choir/Band/Fine Arts will always wear face coverings. They remove them while they are actively playing/singing, but they must put them back on once their activity is over, or while transitioning to another activity.
- The library will be open, and students will wear face coverings, practice social distancing, and use hand sanitizer upon entering and leaving. (Please see plan)
- Teachers may store lunches in lounge refrigerators or heat up food in lounge area and should eat in an area that allows social distancing between colleagues.
- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning in common areas.
- Hallways will be marked with directional tape to ensure students walk on one side of hallways.
- Lost and Found items should be claimed as soon as possible. Unclaimed items will be donated every 2-3 weeks. Lost and Found will be located by the front office.

### **Collaboration Spaces**

- Any areas used will be cleaned before and after use as needed during the school day.
- Gyms will be used for PE with social distancing as much as possible. Outdoor areas may be used for PE when weather permits. Activities chosen for PE should use little shared equipment. If equipment is used, it should be cleaned between classes.
- The library will be used only when adequate time is allowed between classes for thorough table and surface cleaning.
- Scheduling and routes will be coordinated to efficiently transition to the next class.

### **Restrooms**

- No more than 3-4 students may use the restroom facilities at one time. Students are encouraged to wait outside the restroom for others to exit before entering.
- Students are encouraged to wash their hands before exiting restroom.
- Restrooms will be cleaned throughout the day as well as after school.

### **Visitors and Deliveries**

- To maintain the cleanliness and sanitation procedures on our campus, at this time there are no parents, volunteers, tutors, or outside vendors (assemblies, programs, etc.) allowed in the school, cafeteria, or classrooms. Exception would be school employee tutors such as in Band/Choir/AVID.
- In the case of a Special Education ARD, 504 parent meeting, or other school required meeting, parents may attend in person meetings while wearing a face covering, following safety protocols.
- To avoid large gatherings, we will plan alternate celebrations.

- For school related deliveries, items will be delivered to the front office while wearing a face covering and maintaining social distancing. Delivering outside food and drink is strongly discouraged during the school day. Athletic meals ordered and delivered through the program will be permitted.
- If a student has a medical appointment or needs to be signed out early, parents/guardians will enter the front office while wearing a face covering and maintaining social distancing to check out their student.
- **To ensure sanitization of the campus and to mitigate congestion, no parents or family members may eat lunch with students.**

