

Ed Willkie Middle School Safe Return to School Operational Procedures Plan



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.
- Educational announcements, videos, and signage will be displayed in key locations and as a part of daily announcements.
- Hand sanitizing product will be available as much as possible.
- Shared equipment and devices will be cleaned between usage.
- Each faculty member or district visitor entering a family classroom will immediately wash hands and use hand sanitizer.
- Every faculty member or district visitor entering a room will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently. Classroom management procedures will address the cleaning of the classroom between periods as a partnership between the teacher and the students to ensure all areas are cleaned and ready for the next period.
- Students are encouraged to bring a water bottle and latex-free face shield in addition to a personal mask or gaiter.

Face Covering

- Students are asked to bring a face mask or gaiter AND a latex-free face shield as part of basic school supplies. These items will be supplied by the campus if a student does not have them.
- When working in groups, all students will be asked to wear face covering or face shields. When working independently and socially distant, students may go uncovered.
- When working in groups, all adults will be asked to wear face covering or face shields. When working independently and socially distant, adults may go uncovered.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- While eating, drinking, and during district approved athletic and fine art activities mask requirements may be altered.

Arrival and Dismissal

- Students will be expected to wear masks when in close quarters and waiting to enter the building.

- Students may enter the main doors and cafeteria bus loop.
- All students will wear a face covering when arriving and when dismissing.
- Upon arrival, students will be greeted by an employee with hand sanitizer.
- Students will separate by gender and grade level during morning tutorial time and waiting for first period to begin. Students will wear appropriate masks or face coverings and be spaced as much as areas allow during this time.
- Breakfast eaters will be seated in a designated area of the cafeteria and will relocate to their appropriate seating areas once done.
- **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 be exit from the nearest available exit to reduce congestion at the end of the school day.
- **To encourage social distancing and mitigate congestions, no parent or family member may do walk-up student pick up at the campus.**

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 a desk or table area in the classroom for at least one week. Students will sit in their assigned space while in the classroom.
- Students remain in the classroom for all academic content areas.
- Teachers will make individual classroom procedures that are hygienic and sanitary based on relevant training and guidance provided by a leadership team.
- Teachers will separate seating whenever possible and use plexiglass partitions when separation is compromised.
- Teachers are encouraged to use outdoors for instruction as much as weather permits.
- Teachers will have cleaning supplies for use in the classroom.
- Teachers and students will be trained on appropriate use of all cleaning materials.

Common Areas

- Cafeteria tables will be arranged in ways that promote distancing and hygienic procedures.
- Additional open areas will be used during lunch to limit the number of students in an enclosed space.
- 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.

- Mask guidelines may be altered during athletic activities and Fine Arts classes.
- The library will be used only adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Teachers may store lunches in lounge refrigerators or heat up food in lounge area but should eat in an area that allows social distancing between colleagues.
- The bell schedule will be altered to limit the number of students in the hallways at once during passing periods.
- Hallways will be one way or marked with directional tape to ensure students walk on one side of hallways.
- Lost and found items will be quarantined or sterilized before distribution is allowed.

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.
- In the case of a Special Education ARD, 504 parent meeting and parents will be permitted to enter campus and use designated equipment to virtually join meetings if those resources are not available to parent.
- To avoid large gatherings, we will plan alternate celebrations and special days to encourage parental involvement.
- 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.
- If a student has a medical appointment or needs to be signed out early, parents/guardians will come to front office while wearing a face covering and maintaining social distancing.
- **To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class.**



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