

# Brick & Mortar Procedures



## Morning Procedures

Parents please assess your child daily for the following symptoms:

- Fever of 100.4 or higher
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Loss of sense of smell or taste
- Muscle aches
- Does anyone in your household have any of the above signs/symptoms right now?
- Has your child had close personal contact with anyone confirmed or suspected with Covid-19?

If your child is experiencing any of these symptoms, please keep them home and contact your local health professional

## Arrival Procedures

7:10 Students enter the building and proceed directly to their 1<sup>st</sup> period classroom. **Students must keep their masks on until they have their temperature checked upon entering their 1<sup>st</sup> period classroom.**

- Bus riders should enter the hallway in which they have their 1<sup>st</sup> period class.
- Breakfast stations will be set-up by each entryway for students to grab their breakfast and eat in their 1<sup>st</sup> period classroom.

7:30 1<sup>st</sup> Period begins and attendance is taken

***\*Any student entering their 1<sup>st</sup> period classroom after 7:30 will be considered tardy.***

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## Masks

Masks must always be worn during transitions and when unable to social distance. Masks must fully cover the mouth and nose. Masks should be plain or feature a patterned. School dress code policies apply to masks.

\*Students may remove their masks when behind their desk shields and not interacting with others in the room

\*Students will be required to wear masks while changing classes or using common areas of the school including bathrooms

## Front Office Procedures

**\*An appointment is required to enter the school building using all safety precautions (mask, temperature check questionnaire)**

Check out procedures:

- Parent must display their ID to the camera and clearly state their student's full name and grade
- Parent will wait outside until the student is brought to them (check out is restricted within the last half hour of our school day)

Item Drop off:

- Ring the bell with ID displayed
- Forgotten items need to be bagged and clearly marked with the student's full name and grade level prior to drop off at the school
- We will not allow lunch to be dropped off for students. All students are eligible to receive free school lunch if they forget to bring their lunch.
  - This includes fast food/restaurant meals

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## School Safety and Sanitation Procedures

- Lockers will not be assigned or used this year in the classroom.
- Prior to school occupancy, all spaces will be cleaned and sanitized
- The OmniShield disinfectant will be used in classrooms and frequently touched surfaces and is capable of killing the virus for up to 90 days
- During school occupancy cleaning and disinfection procedures will be conducted in accordance with CDC guidelines
- Frequently touched surfaces will be cleaned periodically throughout the day utilizing disinfectants listed for use on COVID-19

## Lunch Safety Procedures

- Students must wear their masks at all times unless they are eating/drinking
- Seating will be in the cafeteria with overflow in our shaded courtyard.
- Students will have assigned seating to assist with contact tracing.
- Students will be seated at a distance of 3-6 ft and must remain in their seats

## Transitions

- Students must wear their masks during transitions and stay on the right side of the hallway.
- Students should work to keep distance between classmates and are not allowed to come in contact with their classmates
- We have extended transition time by an extra minute to allow students to be less rushed between classes
- The outside sidewalk will be open for students transitioning to a different hallway to minimize crowding in hallways.
- Water Fountains: Students will be required to use the refillable water bottle stations in lieu of the drinking fountains.

## School Dismissal

Staggered dismissal will be announced over the PA

- Walker/Bike riders
- Bus Riders
- Parent Pick-up
  - There are painted dots on the front patio 6 feet apart.
  - **Students must stand on a painted dot to keep social distancing while waiting for parent arrival**

After school all students must wear their mask from the building and continue to wear it until they get off the bus or leave campus.



# “One Team, No Limits!”