

McGhee Elementary School Building Protocol for Opening 2020-2021

Independent School District #1

Last Updated: 9/28/2020

Level Green- Low Level Community Spread Students attend with a normal schedule and added safety precautions according to CDC guidelines and local health officials when and where possible.	Action Description	Responsible
Classrooms	<ul style="list-style-type: none">• Teach and review steps to care for yourself and others.• Clean/Sanitize hands upon entering/leaving classrooms.• Practice physical distancing (6 ft.), when possible.• Strongly recommend wearing of face coverings when physical distancing is not possible.• Allow classrooms to be held outdoors, when possible.• Minimize sharing of materials between students, when possible.• Clean/Disinfect shared materials between use.• Utilize assigned seating.• Assign space for personal items.• Clean/Disinfect electronic devices on a regular basis.• Provide personal supplies for students, as needed.• Open hallway classroom doors and windows to increase air flow, weather permitting.• Remove non-essential furniture and items for ease of cleaning and to allow more space in the classroom.• Clear workspaces, counters, shelves, and teacher's desk areas for ease of cleaning.	<ul style="list-style-type: none">• Administrator• Staff• Students

	<ul style="list-style-type: none"> • Follow library protocol for classroom libraries. • Encourage students to bring water bottles that can be filled in classrooms, as needed. Water fountains will not be available. • Provide only individual, store bought, pre-packaged classroom snacks. • Provide only individual, store bought, pre-packaged treats (ex., birthdays, class parties, etc.) <ul style="list-style-type: none"> ○ Deliver directly to the front office. 	
<ul style="list-style-type: none"> • Physical Education 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Avoid activities that involve physical contact, when possible. • Limit shared equipment. • Clean/Disinfect equipment between use, when possible. • Hold class outdoors, when possible. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Music 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Limit amount of singing. • Sharing instruments will not be allowed. • Clean/Disinfect instruments between use. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Library 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Limit the number of books for check out. <ul style="list-style-type: none"> ○ K-5 will be limited to two (2) books. • Quarantine all returning materials for four days. • Clean/Disinfect materials after quarantine and before check-in. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Computer Lab 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Sanitize computer keyboard, mouse, and work area between use. 	<ul style="list-style-type: none"> • Staff
Transition	<ul style="list-style-type: none"> • Practice physical distancing, when possible. • Wear face coverings during transitions throughout the building(s), including upon entering/exiting the building(s), as well as common areas. (Required) <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. • Escort class utilizing exterior classroom doors to the scheduled special where they will be met by either their PE, Music, Library, or Computer Lab Teacher. Teachers will meet their classes outside of scheduled specials and return to 	<ul style="list-style-type: none"> • Staff • Students

	<p>their classrooms through exterior doors. Only individual students or small groups will use hallways.</p> <ul style="list-style-type: none"> ● Avoid student gatherings/stoppings in the walkways/hallways. ● Post visual markers and signage to direct the flow of traffic. 	
<p>Cafeteria/Lunch</p>	<ul style="list-style-type: none"> ● Practice physical distancing, when possible. ● Utilize table dividers, when possible. ● Sanitize hands prior to entering the cafeteria/courtyard. ● Collect breakfast and lunch counts in the classroom, and send information to the office. <ul style="list-style-type: none"> ○ This information will then be communicated to the cafeteria. ● Eliminate self serve/self select items. ● Assign student seating by classroom in the cafeteria. ● Utilize paper sacks for cold lunch. ● Utilize outdoor space for lunch, weather permitting and when possible. ● Clean/Disinfect lunch tables and benches between lunch groups. ● No visitors/guests during lunchtime. 	<ul style="list-style-type: none"> ● Staff ● Students ● Parent/Guardian
<p>Arrivals/Departures</p>	<ul style="list-style-type: none"> ● Establish designated arrival and departure areas for student drop-off and pick-up. ● Utilize exterior doors for arrivals/departures. ● Wash/Sanitize hands upon entering/leaving classrooms. ● Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. ● Enter the cafeteria for breakfast through the exterior door. ● Stagger release times to allow for physical distancing. ● Keep personal belongings (backpacks, coats, lunch boxes) in possession. 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students ● Parent/Guardian

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Arrival:

- Students should arrive at school no more than 15 minutes prior to start time, 9 am.
- All students will enter their classroom through their exterior doors between 8:45 am and 9 am.
- Students who are eating breakfast will enter the building through the front door. Breakfast service begins at 8:30 am. Please ensure students do not arrive at school prior to this time.
- Students who arrive at school on a bus will be directed to the proper entry point by the bus supervision staff.

Dismissal:

- All students will be released from their exterior classroom doors. Please ensure proper physical distancing while waiting for your student by standing behind the painted red line at the teacher’s exterior door. If you need to speak with a teacher, please call the office at 208-748-3600.
- Kindergarten, 1st, and 2nd graders who ride a bus will be escorted to the bus lines by a staff member.
- Older students who pick up younger siblings will pick up siblings at exterior doors waiting behind the red line.
- 3rd through 5th grade students who ride a bus will be released to bus lines in a staggered order.

Outdoor Areas/Recess

- Establish recess times which allow for physical distancing, when possible.
- Wash hands with soap and water when finished playing on the playground.
- No personal playground/sports equipment.

- Administrator
- Staff

Restroom

- Post proper hygiene posters.
- Limit the number of students to the restrooms at one time.

- Administrator
- Staff

	<ul style="list-style-type: none"> • Wear face coverings during transitions throughout the building(s), including upon entering/exiting the building(s), as well as in common areas. (Required) • Utilize physical distancing markers, when needed. • Wash hands with soap and water after using the restroom. 	<ul style="list-style-type: none"> • Students
Bus Lines	<ul style="list-style-type: none"> • Practice physical distancing while in line. • Strongly recommend wearing of face coverings when physical distancing is not possible. 	<ul style="list-style-type: none"> • Staff • Students
Cleaning	<ul style="list-style-type: none"> • Clean/Disinfect communal areas as needed and on a nightly basis. 	<ul style="list-style-type: none"> • Staff
Visitors	<ul style="list-style-type: none"> • Limit visitors/guests within the building(s) to those with a pre-arranged meeting. • Wear face covering in all areas while on campus. <ul style="list-style-type: none"> ◦ Visitors will be given a face covering, if they do not have one. • Complete the health screening checklist, including a temperature check, prior to entering the building for scheduled meetings. <ul style="list-style-type: none"> ◦ Meetings may need to be rescheduled, based on the health screening checklist. • Conducting meetings virtually will be considered 	<ul style="list-style-type: none"> • Staff • Visitors
Communication from Classrooms and Schools	<ul style="list-style-type: none"> • Utilize Blackboard for all building announcements. • Utilize Seesaw for all academic communication for grades K-3. • Utilize Google Classroom for all academic communication for grades 4-5. • Provide parents/guardians with information and directions on the platforms. 	<ul style="list-style-type: none"> • Administrator • Staff
Who Attends	<ul style="list-style-type: none"> • All students attend, following their normal schedule. 	<ul style="list-style-type: none"> • Administrator • Staff • Students
Staff	<ul style="list-style-type: none"> • Wear appropriate face coverings when indoors--required. Building has access to PPE resources. • Establish routines for daily sanitizing of high touch surfaces in classroom/work areas. • Monitor students for symptoms throughout the day. <ul style="list-style-type: none"> ◦ Follow sick child protocol, as necessary. 	<ul style="list-style-type: none"> • Administrator • Staff

- Monitor self for symptoms throughout the day.

<p align="center">Level Yellow--Moderate Level Community Spread</p> <p>Reduced student population attends dependent upon grade level band, with K-5 attending everyday for ½ days and 6-12 attending alternating days.</p>	<p align="center">Action Description</p>	<p align="center">Responsible</p>
<p>Classrooms</p>	<ul style="list-style-type: none"> • Teach and review steps to care for yourself and others. • Wash/Sanitize hands upon entering/leaving classrooms. • Practice physical distancing (6 ft.). • Strongly recommend wearing of face coverings when physical distancing is not possible. • Allow classrooms to be held outdoors, when possible. • Minimize sharing of materials between students, when possible. • Clean/Disinfect shared materials between use. • Utilize assigned seating. • Assign space for personal items. • Clean/Disinfect electronic devices on a regular basis. • Provide personal supplies for students, as needed. • Open hallway classroom doors and windows to increase air flow, weather permitting. • Remove non-essential furniture and items for ease of cleaning and to allow more space in the classroom. • Clear workspaces, counters, shelves, and teacher’s desk areas for ease of cleaning. • Follow library protocol for classroom libraries. • Encourage students to bring water bottles that can be filled in classrooms, as needed. Water fountains will not be available. 	<ul style="list-style-type: none"> • Administrator • Staff • Students
<ul style="list-style-type: none"> • Physical Education 	<p><i>Follow classroom expectations, and the following:</i></p>	<ul style="list-style-type: none"> • Staff

	<ul style="list-style-type: none"> • Avoid activities that involve physical contact, when possible. • Limit shared equipment. • Clean/Disinfect equipment between use. • Hold class outdoors, when possible. 	
<ul style="list-style-type: none"> • Music 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Limit amount of singing. • Sharing instruments will not be allowed. • Clean/Disinfect instruments between use. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Library 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Limit the number of books for check out. <ul style="list-style-type: none"> ◦ Two books for grades K-2 and one book for grades 3 - 5. • Quarantine all returning materials for four days. • Clean/Disinfect materials after quarantine and before check-in. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Computer Lab 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Clean/Disinfect computer keyboard, mouse, and work area between use. 	<ul style="list-style-type: none"> • Staff
Transitions	<ul style="list-style-type: none"> • Practice physical distancing. • Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). <ul style="list-style-type: none"> ◦ This is not required when students are entering their classroom from an outside door. • Escort class utilizing exterior classroom doors to the scheduled special where they will be met by either their PE, Music, Library, or Computer Lab Teacher. Teachers will meet their classes outside of scheduled specials and return to their classrooms through exterior doors. Only individual students or small groups will use hallways. • Avoid student gatherings/stoppings in the walkways/hallways. • Post visual markers and signage to direct the flow of traffic. 	<ul style="list-style-type: none"> • Staff • Students
Cafeteria/Lunch	<ul style="list-style-type: none"> • Practice physical distancing. • Utilize table dividers, when possible. • Sanitize hands prior to entering the cafeteria/courtyard. 	<ul style="list-style-type: none"> • Staff • Students

	<ul style="list-style-type: none"> ● Collect breakfast and lunch counts in the classroom, and send information to the office. <ul style="list-style-type: none"> ○ This information will then be communicated to the cafeteria. ● Eliminate self-serve/self-select items. ● Assign student seating by classroom in the cafeteria. ● Utilize paper sack for cold lunch. ● Utilize outdoor space for lunch, weather permitting and when possible. ● Clean/Disinfect lunch tables and benches between lunch groups. ● No visitors/guests during lunchtime. 	
Arrivals/Departures	<ul style="list-style-type: none"> ● Establish designated arrival and departure areas for student drop-off and pick-up. ● Utilize exterior doors for arrivals/departures. ● Wash/Sanitize hands upon entering/leaving classrooms. ● Wear face coverings when entering through the main entrance of a building and throughout the hallways and common spaces. (Required) <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. ● Enter the cafeteria for breakfast through the exterior door. ● Stagger release times to allow for physical distancing. ● Keep personal belongings (backpacks, coats, lunch boxes) in possession. 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students ● Parent/Guardian
Outdoor Areas/Recess	<ul style="list-style-type: none"> ● Establish recess times which allow for physical distancing. ● No use of equipment. ● No use of playground structures. ● No personal playground/sports equipment. 	<ul style="list-style-type: none"> ● Administrator ● Staff
Restrooms	<ul style="list-style-type: none"> ● Post proper hygiene posters. ● Wear face coverings during transitions throughout the building(s), including upon entering/exiting the building(s), as well as in common areas. (Required) ● Limit the number of students to the restrooms at one time. ● Utilize physical distancing markers, when needed. ● Wash hands with soap and water after using the restroom. 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students
Bus Lines	<ul style="list-style-type: none"> ● Practice physical distancing while in line. 	<ul style="list-style-type: none"> ● Staff ● Students

	<ul style="list-style-type: none"> • Strongly recommend wearing of face coverings when physical distancing is not possible. 	
Cleaning	<ul style="list-style-type: none"> • Clean/Disinfect communal areas as needed and on a nightly basis. 	<ul style="list-style-type: none"> • Staff
Visitors	<ul style="list-style-type: none"> • Limit visitors/guests within the building(s) to those with pre-arranged meetings. • Wear face covering in all areas while on campus. <ul style="list-style-type: none"> ◦ Visitors will be given a face covering, if they do not have one. • Complete the health screening checklist, including a temperature check, prior to entering the building for scheduled meetings. <ul style="list-style-type: none"> ◦ Meetings may need to be rescheduled, based on the health screening checklist. • Conducting meetings virtually will be considered. 	<ul style="list-style-type: none"> • Staff • Visitors
Communication from Classrooms and Schools	<ul style="list-style-type: none"> • Utilize Blackboard for all building announcements. • Utilize Seesaw for all academic communication for grades K-3. • Utilize Google Classroom for all academic communication for grades 4-5. 	<ul style="list-style-type: none"> • Administrator • Staff
Who Attends	<ul style="list-style-type: none"> • Half of the student population will attend in the morning, and the other half will attend in the afternoon. 	<ul style="list-style-type: none"> • Administrator • Staff • Students
Staff	<ul style="list-style-type: none"> • Wear appropriate face coverings when indoors--required. Building has access to PPE resources. • Establish routines for daily sanitizing of high touch surfaces in classroom/work areas. • Monitor students for symptoms throughout the day. <ul style="list-style-type: none"> ◦ Follow sick child protocol, as necessary. • Monitor self for symptoms throughout the day. 	<ul style="list-style-type: none"> • Administrator • Staff