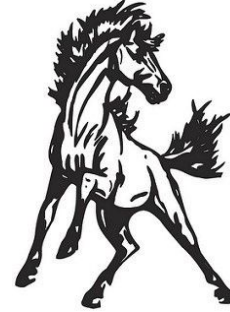


## **Building Specific Implementation:**

*Updated on Aug 6, 2020*

School: Clear Fork Middle School  
Address: 987 State Route 97 East  
Office Phone: 419-886-3111  
Fax Number: 419-886-4749  
Principal: Jennifer Klaus  
Director of MS Student Services: Randy Pore



## **The Students Daily Journey:**

### **Entering the Building:**

All students (and staff) entering the building will need a “Daily Health Assessment” which will consist of a temperature check and answering 5 questions (appendix). The Daily Health Assessment will be implemented by aides and bus drivers for students riding the bus, staff on duty at the student drop off doors, and office staff for late arrival/tardy students.

Students will be required to wash their hands or sanitize their hands upon entry to the building. Hand sanitizer will be provided to students at the door by a staff member on duty or they may use the closest located restroom to the door they are entering.

**Arrival By Bus:** Students will be dropped off at the doors located by the bandroom. Students will be expected to either wash their hands or use hand sanitizer provided by the staff member on duty. Students will be able to purchase breakfast as they pass through the cafeteria then travel straight to the middle school. Students will then head to their first class where attendance will be taken while the students eat breakfast. Staff on duty will enforce social distancing throughout the various areas of the building.

**Arrival By Car:** Students will be dropped off at the front doors of the middle school. Students will be greeted at the car to have their temperature taken and be expected to answer several questions before entering the building. Once the Wellness Assessment is complete students may enter the building. As students enter, they may use the hand sanitizer which will be provided by the staff member on duty or they may go to the closest restroom to wash their hands. Students will then have the option to purchase breakfast and then head to the middle school. Students will then head to their first class where attendance will be taken while the students eat breakfast. Staff on duty will enforce social distancing throughout the various areas of the building.

**Walkers:** The middle school does not have walkers, but in the event of a student walking they will follow the same procedures as the students arriving by car.

**Tardy Procedures:** Students who arrive tardy will buzz into the vestibule and will be greeted at the door by a staff member who will take their temperature and ask the health and safety questions. The student will then sign in at the office and get a pass to go to class.

**Early Arrival Procedures and Available Spaces:** Students will be permitted to enter the building at 7:25am and follow the procedures outlined for bus riders and for car riders. If a student needs to be dropped off earlier, special arrangements need to be made with the office.

**Students with Temperature over 100 or fail the Health Safety Questions:** Students with a temperature over 100 or who answer Yes to any of the 5 health and safety questions will be kept in a designated space until a parent can pick up the student. After the student leaves, the classroom/clinic will be cleaned and sanitized.

### **Exiting the Building:**

Student dismissal will be conducted in the same way that a class change is conducted. Teachers will be walking students to the bus while other teachers walk students to the parent pick-up. Student dismissal will be staggered with the Northwest side of the hallways dismissing first (1:05pm) and the Southeast side of the hallways dismissing 5 minutes later at 1:10pm. Students will use hand sanitizer as part of the dismissal process from the classroom.

**Bus Riders:** Bus riders will exit the front doors and staff will be present to enforce the social distancing. Students will report directly to their bus. No congregating will be permitted.

**Car Riders:** Car riders will exit the side doors and staff will be present to enforce the social distancing. Students will report directly to their parents' cars. No congregating will be permitted and students will need to wait in line six feet apart.

### **Hallways:**

**Traffic Flow & Markings:** The hallways will be divided down the middle and follow typical traffic patterns (always walking on the right side). Students will walk in single lines and maintain 6 foot spacing. Every effort has been made to limit traffic flow in the

hallways. Students will stay in the assigned classroom for all classes except for the assigned music/PE period, the purchase of lunch, and for restroom breaks.

**Social Distancing and Monitoring:** Teachers will walk their students to Music/PE, the cafeteria, to the restroom for breaks, and to the bus/car. Teachers will monitor the social distancing of their assigned students both in the classroom and in the hallways.

**Control of Movement:**

Student movement will be done in family pods with the teacher traveling with the students.

**Locker and Cubby Usage/Student Possessions:**

Students will not be using lockers. Backpacks and coats will be kept at the student's desk with the student.

**Classroom:**

- Class Sizes: Class sizes will be reduced to provide for social distancing. Classes will range from 16 to 22 students based on the available space.
- Classroom Setup: Classrooms will be set up by the maintenance and custodial staff along with the classroom teacher to promote social distancing and students' seats will be at least six feet apart.
- Social Distancing: Teacher will be positioned at the front of the classroom with students spaced 6 feet apart.
- Shared Equipment and Supplies: Any shared supplies will be cleaned/sanitized daily before being used by another student. Shared equipment and supplies will be kept at a minimum. The school supply lists have been modified to reduce or eliminate the use of shared supplies.
- Updated Supply Lists: Teachers will provide an updated school supply list for students at the beginning of the school year.
- Procedures for Supplies brought in for class use: Any shared supplies such as boxes of kleenex will be set aside for 72 hours before use.

**Specialty Classes and Considerations:**

**Physical Education:** Physical education will eliminate the high contact sports and games and focus on individual activities with students spaced at a minimum of 6 feet apart. Students will need to have proper footwear. Additional physical activities will be provided in the form of Brain Breaks which will take place in the classrooms. The

activities will be organized by the PE teacher weekly and provided to each team of teachers.

**Music:** Both Choir and Band will be offered. Parents may elect not to have their child participate in either course. Students will then have “Colt Time” which is a class that includes intervention, Zoom guest speakers, homework help, and character education. Both Band and Choir will follow the 9x9 foot spacing guidelines and have a limited number of students in their class at one time based on the available space. Students in Choir must wear a mask at all times. Students in band will need to wear a specially designed face mask that still enables them to play their instrument. Instruments will be required to have a mask or sock to reduce aerosol particles in the air.

**Art, Tech, and Lab Classes:** Students will not be moving from room to room. Any labs or art projects will be conducted in the student’s assigned homeroom. Supplies for the lab will be for that individual student. Any supplies that need to be shared will be sanitized before another student is permitted to use them.

**Library:** The library will provide online book clubs for students to participate in with Zoom. The librarian will put together collections of books for students to checkout in the assigned homeroom. The librarian will be conducting Zoom classes and covering how to request books along with her typical research-based lessons. The librarian or aide will then pull books and have them delivered to the homerooms. Once books are returned they will sit for a minimum of 72 hours before they may be put back on the shelf.

**Community Spaces such as Gyms, Fields, Cafeterias, and Offices:** The community spaces will be closed off to visitors and will not be allowed to be used by other entities.

**Field Trips:** There will be no field trips.

### **Bathrooms:**

- Open Bathrooms: Both the 1st and 2nd floor restrooms in the middle school will be open for student use.
- Availability: Two students will be permitted to use the restroom at the same time.
- Procedure: Students will be expected to use hand sanitizer before entering the restroom and upon exiting. Restroom times will be assigned by homeroom/family pods. If a student has an emergency, they will be permitted to use the restroom. If there is a family pod using the restroom, they will need to wait in line to use the restroom.
- Sanitation: Restrooms will be cleaned and sanitized regularly by the custodial staff.

**Water Fountains:**

Students are expected to carry their own water bottle and may refill their bottle at school at the touchless bottle-filling stations during their assigned time. Water fountains will not be accessible and turned off. The bottle filling stations will be cleaned and sanitized regularly by the custodial staff.

**Food Services:**

Breakfast Procedures: “Grab and go breakfast” will be available for students to take to their 1st period class as they enter the building. Students will eat at their desk and the desk must be cleaned once they are finished.

Lunch Procedures: Students will eat lunch in the classroom. The family pod will travel to the cafeteria together to purchase lunch, snacks, or milk. They will then return to the classroom to eat at their desk. The sharing or trading of food will not be permitted. Students will be required to wash their hands before traveling to the cafeteria to pick up their food. Once lunch is over, desks will be cleaned and students will wash or sanitize their hands again.

Social Distancing Procedures: Social Distancing procedures during lunch will be the same as instructional time.

**Sanitation Procedures:**

- Hand Washing Procedures: Students will wash their hands before going to the cafeteria. Once lunch is over students will wash their hands or use hand sanitizer again.
- Microwave Availability: None
- Food Allergy Awareness, Precautions, and Plans: This will be part of the health and safety packets assembled by the school nurse. Teachers will ensure that the desks have been cleaned after lunch before moving back into instructional time.

**Extra-Curricular Activities:**

Extra-Curricular Activities will be limited. Sports and Band will follow the established guidelines. Additional activities will need administrative approval.

## **Preventing the Spread/Health and Safety Measures:**

### **Handwashing:**

- Education of procedures and process: Posters will be posted in the restroom and teachers will review handwashing procedures on the first day of school before taking students to their restroom break.
- Minimum Hand Washing Requirements: Students will be required to wash their hands upon entry to the building, before lunch, after lunch, and before leaving the school.
- Hand Sanitizer: Hand sanitizer will be provided in every classroom, in the office, and at the entry of the building.

### **Daily Health Assessments:**

Daily health assessments will be conducted as students get on the bus or as students are dropped off by parents. Staff health assessments will be conducted in the office by the administration or the secretary first thing in the morning.

### **Temperature Checks:**

The temperature check is part of the daily health assessment done as students enter school property. An additional temperature check will be done midday in the classroom in conjunction with lunch.

### **Physical and Social Distancing:**

Markings will be placed on the floor to help control traffic flow and spacing throughout the building. Teachers and staff will monitor social distancing.

### **Face Masks, Face Shields, Protective Barriers:**

Masks/Facial Coverings are now mandated by the Ohio Health Department for students in grades K-12 (and for all staff).

The exceptions are:

1. Children under the age of 2 years old.
2. Any child unable to remove the face covering without assistance.
3. A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering.
4. A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask.
5. A child with a facial deformity that causes airway obstruction.

Teachers will wear a facial covering unless they are working in their classroom by themselves. Students will wear a mask/facial covering in all common areas. If social distancing is being adhered to in the classroom and with teacher permission students may temporarily remove masks/facial coverings for a break. Protective barriers will be utilized in areas where tables are used instead of desks.

### **Promotion of Good Hygiene Practices and Education of the Practices:**

- Provide reminders to students of good hygiene practices, physical distancing and contacting caregivers if repeated issues arise.
- Ensure proper signs are posted in hallways, restrooms, and common areas with messaging on social distancing, hand hygiene, staying home when sick, etc.

### **Cleaning and Sanitizing:**

- Students may assist in daily wiping/cleaning of desks and chairs at the end of school day, or as requested.
- School staff will be responsible for any disinfecting or sanitizing, (Students can be involved in cleaning, but not disinfecting or sanitizing due to chemicals.)
- Ensure the workspace, door handles, countertops, seating areas, restrooms are kept clean and disinfected between students.
- Prop doors open, when possible, to discourage high touch points. Clean doors and rails frequently.
- Regularly inspect the HVAC system for proper operation and fresh air flow.
- Cleaning supplies and hand sanitizer will be readily available to all classrooms/offices/entrances.

### **Employee Training:**

- Employee Training will take place during the 5 planned in-service days.

### **Student Training:**

- Proper handwashing procedures
- Coughing, sneezing into elbow or tissue
- Proper social distancing
- Proper filling of water bottles at refilling stations

### **Building Visitors:**

Visitors will not be allowed into the building unless they have received special permission from the administration. Parents dropping off items for students will be asked to leave items on the bench and a staff member will pick it up from the bench after the parent has departed. Parents who pick up children early will need to call the

office at 419-886-3111 once they have arrived. Half slip sign out sheets will be available for the parent to sign the student out without having to enter the building.

**Symptoms of COVID-19 at School:**

- Parents should be doing daily wellness checks of students before sending to school. Students with temperatures of 100 degrees F or higher must stay home until fever free for 24-72 hours (without use of any medication to control fever) and no less than 10 school days from symptom onset.
- Isolate students that are exhibiting any symptoms.
- Students exhibiting any symptoms are required to wear a facial covering or a face shield until they are picked up by a caregiver.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Testing location sheets and advice for care with the child's primary care physician are to be given to the ill child's guardian at time of pick-up.

**Diagnosed or Exposure to COVID-19:**

Staff and students may not return to school until they are fever free for 24-72 hours (without use of any medication to control fever) and no less than 10 school days from symptom onset.

**Return to School after Quarantine:**

If students or staff must quarantine due to exposure to Covid-19, they will begin distance learning and teaching for the period of the quarantine. As long as no symptoms or fever exist after the required 10 school day quarantine period, students and staff can return to in-person learning and teaching.

**High Risk Populations:**

High risk student populations may select to participate in remote learning to minimize their exposure. Staff who are at high risk may also request to be assigned to providing remote education from home.

**Internet and Technology Accessibility:**

Attached to this document is the acceptable use statement regarding the use of cameras on District Chromebooks. In addition, please refer to the acceptable use policy in the student handbook. Every student will be provided with a Chromebook. Teachers will utilize Google Classroom and Zoom as part of remote and face-to-face education.

**Attendance and Consistent Attendance:**



Attendance will be taken by attending face to face classes and attending at assigned times for remote education.

**Communication with Families:**

The middle school regularly uses “Remind”, the district/school web page, Google Voice, mailings, and “Smore” Newsletters. This process will continue.

**Family Engagement:**

The middle school will host a virtual open house and virtual parent teacher conferences. Parent meetings will take place via phone or Zoom whenever possible. Videos for families will be posted on Twitter and digital media sources.

**Supports for Staff:**

Staff is being provided training on:

- Google applications, including creating and managing Google Classroom
- Use of webcams
- Putting existing online curriculum on Google Classroom
- Creating a YouTube video (for virtual Open House and for informational/training videos for parents to be posted on website to help with transition from in-person to virtual.)
- Zoom increased tools with licensed products (recording, breakout sessions, etc.)
- And additional technology options