



*"A Culture of High Expectations and Excellence!"*

## School Level Implementation/Operational Reopening Plan

Hazelwood Central High School  
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The Hazelwood School District was impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID-19. The profound negative impact of the loss of in-person learning on the well-being of children has been well documented, and thus we are preparing for the return of students to school for the 2021-2022 school year.

Since this pandemic has not ended, our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and are sufficiently armed with protocols and procedures to respond to a case of infection. This implementational/operational plan is to ensure that schools have procedures and practices in place to mitigate the risk of exposure and infection as well as protocols to respond to a case of infection.

There are 15 sections in this guide. This document is to be used as a supplement to the District Pandemic School Reopening Plan, actualizing the practices and procedures outlined in the plan. Each section will outline practices and procedures that will be set in place that speak to the section topic. The topics are as follows:

- Pre-Arrival
- Arrival
- Social distancing
- Face coverings
- Restroom use
- Breakfast/lunch
- Emergency drills
- Sick students/staff
- Clinic procedures
- Use of libraries
- Classroom supplies
- Hand washing/sanitizing
- Social/emotional well being
- Special area subjects/Electives
- Dismissal

Each section will identify the items that schools must do, and following each “must do” are the practices and procedures schools will have in place to ensure compliance.

# Pre-Arrival

Do not send your student to school if they are sick. Please make sure that a pre screening is done each morning before sending your student to school. Please see the student daily health screen for the district [here](#).

All teachers will complete the Employee Daily Health Screening Form before entering the building daily.

# Arrival

Arrival at school is often a time where areas become congested with many people in areas of close proximity. It is critical that schools design arrival so that areas do not become congested in order to reduce the risk of exposure and transmission of COVID-19.

Buses and car riders will be allowed to arrive and unload on campus at approximately 7:00 am. Buses will unload one bus at a time to three different entrances – B Hallway Entrance, Main Entrance (Auditorium), and D Hallway Entrance (SSD). Three buses at a time will unload. Once those buses leave the area, three more buses will move up and allow students to exit. Security and Administrators will be located at each entrance to assist in the flow entering the building in those areas. IDs will be checked, and masks will be given to any student that does not have one prior to entering the building. Hand sanitizer will be available prior to entering the building.

Students will pick up their grab and go breakfast in the commons. They will then move to their first hour classes to eat their breakfast. The Commons will be closed for student seating.

All teachers will be stationed outside their classrooms or designated supervision area to assist with the flow of traffic and welcome students into the classroom. All teachers will be posted in supervision areas by 7:00 am.

Late arrival students will enter the building through the Main Entrance and will be directed to the attendance desk. Overflow seating will be available outside the building, socially distanced 3-6 feet apart.

# Social Distancing

Social distancing of at least 3-6 feet remains one of the best preventative measures for reducing the spread of COVID-19. It is recognized that this cannot be accomplished at all times, and distancing of at least 3-6 feet has been shown to reduce infections. Please note that most

individuals who spend more than 15 minutes within 3-6 feet of an individual who tested positive for COVID-19 will most likely be asked to quarantine.

This section addresses these topics:

- ❑ Procedures for social distancing:
  - ❑ Hallways - Students will be traveling on the right side of the hallway. Teachers will be stationed in the hallways to help the flow of traffic. The same applies to stairwells.
  - ❑ Elevator use - No more than one individual will be allowed on the elevator at a time. No students will be allowed on the elevators without prior authorization. Elevators will be cleaned at each transition. Elevators can only be accessed by keys distributed only to staff and authorized personnel.
  - ❑ Classrooms - Desks will be placed a minimum of 3-6 feet apart when possible. Teachers will be instructed not to rearrange the furniture. All additional furniture--couches, chairs, etc.--will need to be removed by the teacher prior to onsite learning. Only furniture that allows for frequent surface cleaning will be allowed in classrooms. Teachers and students will follow social distancing practices throughout the class time. Students and teachers should remain 3-6 feet apart at all times.
  - ❑ Cafeteria - The Cafeteria/Commons will be closed for Breakfast and utilized only during Lunch. The vending machines will only be available during lunch.
  - ❑ Lunch will be provided in the commons with students entering the commons through three lines socially distanced and entering the area to pick up their lunches. Students will have designated seats via a seating chart.
  - ❑ Gym – No team activities will be permitted until the district and the health department deems it safe to do so. Students will only be allowed to enter and exit the gym through the main floor doors. Available classrooms and partitions will be utilized in order to maintain social distancing where the gym would normally be the primary instructional space.
    - ❑ PE classes will be separate and will use outside space when weather permits.
    - ❑ All equipment used, including the weight room, will be properly sanitized using Virex.
    - ❑ Equipment for use will be marked by class period. Protocols for the use of gloves, proper hand washing, sanitizing
- ❑ Practices that limit mixing of students - Students will attend only four classes during any onsite learning day. They will have limited time to transition from one class to the next, following hallway markings for movement. All students will exit their last block classes and go directly to the designated after school activity or bus. Lockers will not be provided.
- ❑ Having a contained area for parents when checking in/out students and a way to limit the number of parents in that space - Additionally, overflow seating will be set up outside the main entrance with seats socially distanced 3-6 feet apart. Parents will be called in the order of their arrival by the front desk staff.

- ❑ Having a practice that excludes non-essential visitors in the building - until the district deems it safe, no non-essential visitors will be allowed into the building. Personnel at the front entrance will address visitors as they enter the building and will direct them to the appropriate area. Front doors will be labeled “entrance” and “exit” to keep an orderly directional flow of traffic. Security will identify visitor intent, and non-essential business will be handled without building entrance - transcripts, dropping off items for students, etc. All appointments will be verified prior to allowing parents/visitors into the building.

## Face Coverings

Face coverings are another one of the best preventative measures for reducing the spread of COVID-19. Wearing a face covering greatly decreases your chance of becoming infected and infecting someone else when you are asymptomatic. This section addresses these topics:

- ❑ Students without masks - Students will be provided masks as they enter the bus. Students who arrive at school without a mask will be given a mask by administrative personnel before they enter the building.
- ❑ Procedures for teaching proper mask-wearing - All students will receive instructions on the first day of school on proper wearing of their mask and will be required to wear a mask for the duration of the school day. All masks must be worn according to the CDC guidelines with the mask covering their nose and mouth. A face shield may be worn in addition to the mask, but a mask must be worn at all times.
- ❑ Procedures for essential visitors to your building who do not have a face-covering - Parents or other essential visitors will be provided with a mask upon entrance of the building. Visitors refusing to wear the mask will be asked to wait outside the building/or leave the school grounds. No one will be allowed into the building without a mask.
- ❑ Students who do not comply - students who do not comply with the face covering procedures will be denied access and reunited with their parent/guardian. For the safety of all Hazelwood Central stakeholders, face coverings will be required to be worn by all who enter the building at all times.

## Restroom Use

Restroom use is a time where students can congregate in a small enclosed area that can expose many people to germs and encompasses an area that is a high touch area, with people touching many handles (stall, toilet, and urinal) during restroom use.

This section addresses these topics:

- ❑ Procedures for social distancing before, during, and after restroom use:  
Stalls will provide adequate social distancing and separation for students. It will be recommended that a protective glass shield will be placed between urinals for male students to insure social distancing. Signs will be posted to remind students to increase their handwashing times.
- ❑ Procedures for limiting the number of students in a restroom at one time:  
Students will be limited to the number of stalls in the restroom. Stalls and urinals will be limited to the use of every other one.
- ❑ Procedures for having the restrooms sanitized after restrooms are used:  
During each transition, custodians will spray restrooms and main traffic areas with the new backpack sprayer, Virex 256 and Clorox to kill all germs on surfaces.
- ❑ Students will use the restrooms that are closest to their classroom. Teachers will document all passes with student names and times to inform tracing reports if necessary.

## Breakfast/Lunch

Providing access to adequate breakfasts and lunches is a major function of schools. Many of our students may not have access to balanced meals at home due to food insecurity, especially during a pandemic. Providing access to breakfast and lunch while social distancing can be a challenge.

This section addresses these topics:

- ❑ Procedures for students to have access to breakfast while maintaining social distancing.  
Students will pick up their grab and go breakfast upon arrival and take it to their first hour class.
- ❑ Procedures for students to eat breakfast and have that space sanitized after meals have been eaten and trash removed. Trash cans will be available in the hallways for students to dispose of their trash.
- ❑ Lunch will still be in stages.
- ❑ Procedures for students to eat lunch and have that space sanitized after meals have been eaten and trash removed.
- ❑ Students will have designated seats for both A and B days. (seating chart)
- ❑ Procedures for cleaning schedule and use schedule for contact tracing.  
Custodians will use the new Virex 256 and Clorox to kill all germs on surfaces after each transition.

- ❑ Process for recognition of food allergies and alerting staff who is serving food. Cafeteria workers and teachers are notified of students with allergies.
- ❑ Process for cleaning areas of food allergens before and after eating. Custodians will use the new Virex 256 and Clorox to kill all germs on surfaces after each transition.

## Emergency Drills

Emergency Drills are a part of the overall safety plan of every building and need to be in place to ensure the safety of everyone in the building; however, social distancing expectations may make it more difficult to plan and ensure safety while preparing for or during an actual event such as a fire or severe storm.

This section addresses these topics:

- ❑ Social distancing (3-6 ft) procedures for all drills, but specifically for fire drills, earthquake drills, severe storm drills, active intruder drills, and other drills that require people to be in close proximity to each other.
- ❑ Fire Drills - Classroom destinations will be spread out, and each classroom of students will be expected to be 3-6 feet apart. All building zones will participate in the drills throughout the year.
- ❑ Earthquake drills - students will be able to follow the same social distancing of 3-6 feet in the classrooms during this drill when the students are under or near their individual desks.
- ❑ Severe storm drills. All building zones will participate in the drills throughout the year.
- ❑ Active intruder drills. All building zones will participate in the drills throughout the year.
- ❑ Please see Emergency Procedure Handbook for details regarding emergency drill routes.

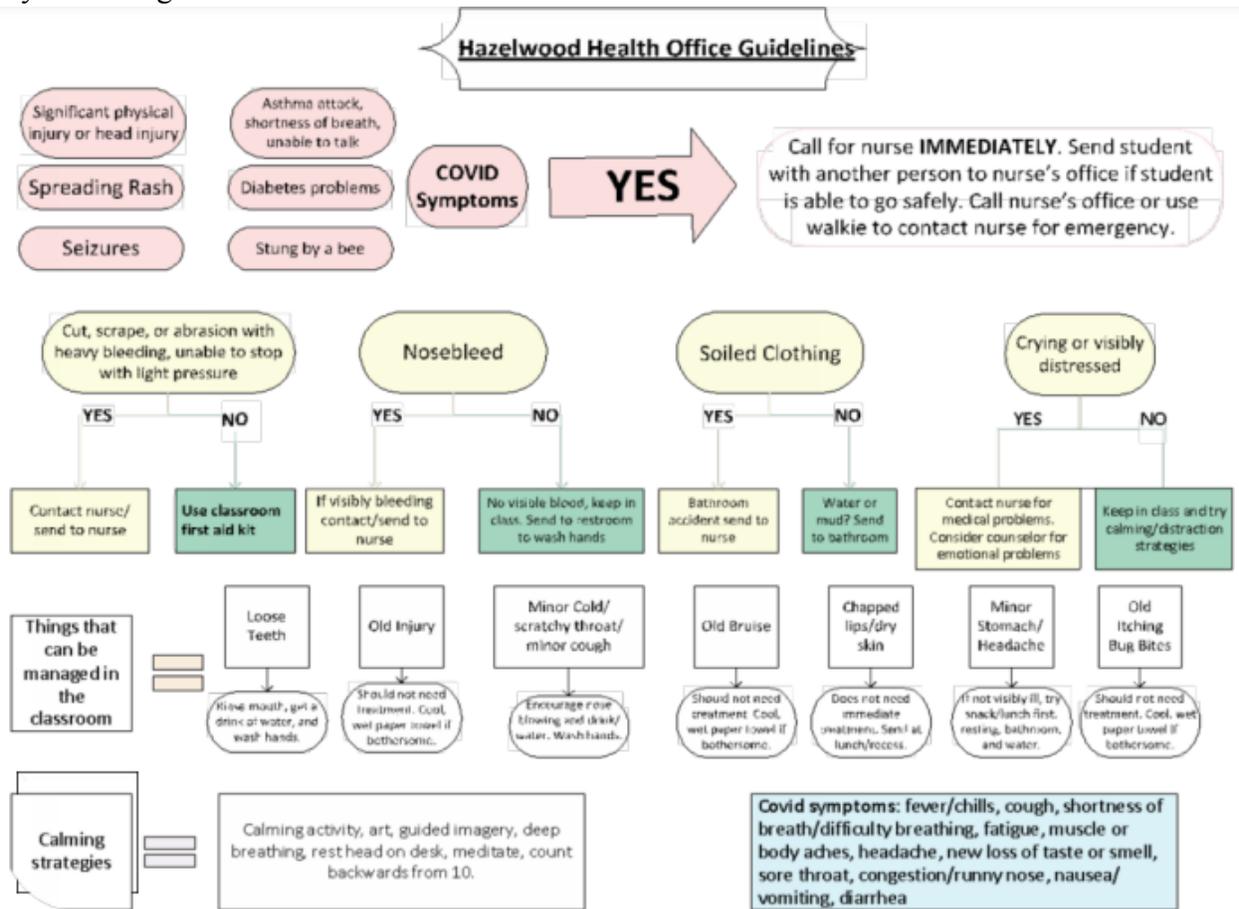
## Sick Students/Staff

Students/Staff who are identified as being sick and needing transportation will be escorted from the nurse's office to Room A128 that will be our designated sick room. We have 3 isolation beds in the clinic. To keep close contact to a minimum, the clinic is for emergencies and illness-related issues only (see algorithm). The route to the room from the nurse's office is 50 feet away and only passes one other classroom. When the student's/staff's ride arrives, they will be escorted to the D Hall Entrance /Exit doors to their ride. The classroom will be cleaned and sanitized after each use.

Here is a link to report a positive COVID test: <https://www.hazelwoodschoools.org/Page/8754>

# Clinic Procedures

Only students with covid symptoms are admitted to the nurse. Please call the nurse before letting any students go to the nurse.



# Use of Library

The library is a shared space with materials and supplies often needed by students for their education. It is also a community space that will allow for more exposure and high touch areas.

This section addresses these topics:

- ❑ Sanitization or book quarantine process
  - ❑ Books will be wiped down prior to returning to circulation.
  - ❑ We will follow the procedures set forth by the district.
- ❑ Process for book borrowing
  - ❑ Teachers will need to contact the librarians for books to be borrowed from the library.
  - ❑ When the books are returned, they will need to follow the district sanitization process.
- ❑ Process for limiting the number of students and adults in the shared space
  - ❑ Staff will need to call the librarians to arrange a time for their class in the library. This will ensure there is no overcrowding of individuals in the library.
  - ❑ Social distancing markers will be placed on the floor in the library as well as plexiglass shields for each of the librarians (see map below for social distancing markers for students wanting to check books out).
  - ❑ The library will be reconfigured with the layout of its furniture to maintain social distance recommendations. Social distance markers will be placed on the floor to ensure social distancing.

# Classroom Supplies

Supplies for classroom instruction are an important part of curriculum and instruction; however, they can be very high touch items. Plans need to be made to address supplies and limit high touch supplies.

This section addresses these topics:

- ❑ Practices to have individual supplies if possible
- ❑ Procedure for supply handling and distribution
- ❑ Sanitization of supplies if individual supplies are not possible
- ❑ Process for quickly gathering supplies or supply a replacement if necessary due to exposure
- ❑ Education for the process for sanitizing Chromebooks quickly that get brought back and forth from home and school

Students cannot borrow or share supplies with one another. All teachers will be issued a cleaning supply bag. The recommendation is for each student to have individual supplies of pencils, pens, paper, notebook, etc. Teachers should have extra supplies available for students and provide them as needed. Once given to the student, these supplies (paper, pencils, pens, etc.) are not to be returned to the teacher. Elective classes (Art, FACs, Music, Home Repair)- Storage area for student supplies. Supplies and instruments, sewing machines, etc. will be sprayed down with Virex before and after handling. Elective teachers should have a plan in place for allowing students to wash hands before and after touching equipment.

Students should wipe down Chromebooks throughout the day with provided sanitizing wipes. Students are not to share Chromebooks. They should utilize their own Chromebook and charger.

Students will wipe down their desk area with provided sanitizing wipes before they leave the classroom.

# Hand Washing/Sanitizing

Hand washing/sanitizing remains one of the best preventative measures for reducing the spread of COVID-19. It is proven that the main way that COVID-19 is spread is through touching something with COVID-19 germs on it and then touching your nose, mouth, or eyes. Handwashing/sanitizing needs to be an integral part of the school day.

This section addresses these topics:

- ❑ Procedures for hand washing when people enter the building, before and after outside activities or high touch activities, before and after lunch, and whenever leaving or entering a classroom.
- ❑ Procedures of how to teach proper hand washing in the classroom and placement of signage with reminders
- ❑ How to get soap dispensers refilled quickly

Touchless sanitizing stands will be provided at the entrance to the high school building, and sanitizing stations will also be placed in high traffic and common areas. Sanitizer will be available in each classroom, conference/meeting room, and the library for available use by all students and staff. Visitors will be asked to use the sanitizer to wash their hands upon admittance to the building. After high touch activities, such as outside physical education or classroom “hands-on” activities, all students and staff will be required to use sanitizer to cleanse their hands. Upon arrival at school, students will be **encouraged** to use hand sanitizer provided before picking up their grab and go Breakfast. Before and after eating lunch, students will be encouraged to use hand sanitizer provided at designated locations in the lunch area. Upon entering and exiting each classroom, students and staff will sanitize their hands using the designated sanitizing station located in the classroom. Each classroom will also have cleaning supplies.

Signage will be placed in all classrooms, bathrooms, and common areas to reinforce proper hand washing techniques. Hand washing techniques will be addressed in information sent to parents and students before the re-entry to in-person learning. This information will continue to be shared and reinforced through school communications throughout the day via announcements, email, and various social media platforms. Staff will review proper hand washing procedures with students during the first week of in-person learning, and techniques will be reviewed on a timely basis to ensure understanding and compliance.

Sanitizing stations and soap dispensers will be checked daily to ensure each station remains full of the designated product and can be refilled quickly in the event it becomes necessary. If a staff member notices or is informed of an empty dispenser, the staff member should direct the concern immediately to the custodial staff for the dispenser to be refilled quickly.

Water fountains in the building will be shut down and unavailable for use. Students/staff will be asked to bring a clear water bottle/container for use. Multiple refillable water stations will be provided to students and staff per the district maintenance department.

# Social/Emotional Needs

Meeting students' social/emotional needs are of utmost importance during a pandemic. Children may feel worried, scared, and isolated, which may lead to depression, high anxiety, and suicidal ideations. Meeting these needs should be the first step we take before meeting academic needs.

This section addresses these topics:

- ❑ Procedures for universal screening of all students
- ❑ Procedures for an approach that provides mental health support for all students
- ❑ Procedures in place for providing support for students who are identified as needing help on the screener
- ❑ Providing training to teachers and other staff on how to talk to and support students during a pandemic and offer psychological first aid
- ❑ Procedures for conducting wellness checks for students who have had no contact with the school for three days (in person and virtual)
- ❑ Procedure for developing academic accommodations for students having difficulty concentrating or learning new information due to stress associated with the pandemic
- ❑ Procedure for teachers to report students who may be exhibiting social/emotional/behavioral concerns

Counselors, grade-level assistant principals, and the social worker will initially have a virtual grade-level meeting to introduce themselves so that students will know who they are. Student support staff will provide individual contact information. Each grade level team will keep a tracking system of consistent weekly contact check-ins.

Resources and coping skills will be provided to students and parents.

A resource reference page will be posted on the building webpage, sent via email, and posted throughout the building so it is readily available for all stakeholders.

Mrs. Lisa Johnson-Haire, HSD School Social Worker, will provide training to CHS staff about procedures for contacting the Division of Family Services when necessary and coding documentation in SIS. In addition, when staff members sense social/emotional/behavioral concerns, they are to follow the proper protocols for reporting. Additionally, ongoing Virtual PD will be provided for staff.

If a student needs to access an administrator or counselor, the student or teacher will email the administrator or counselor about the issue. The administrator or counselor will then come to the class to meet with the student when time permits. If this is an emergency situation, please call the appropriate office.

School staff members are to practice two-way communication with families via phone, text messaging, or email.

# Special Area Subjects/Electives

Having students experience the full experience of in-person instruction includes attendance in special areas (PE, Music, Art, Library) /elective classes. The number of students attending these classes can create a mixture of students who can risk exposure if procedures are not in place to limit exposure.

This section addresses these topics:

- Procedures for students to get to and from special/elective classes or teachers to get to and from classes
- Procedures for sanitizing and disinfecting after each cohort of children
- Procedures for social distancing during these classes if not in a regular classroom
- Recognizes usage of alternative spaces (outside, gym, multi-purpose rooms)

Hallways -traffic in all hallways will flow in two directions. Teacher will help keep the traffic flowing in two directions. Stairwells are directional. Teachers will help students maintain two direction traffic in the stairwells.

Classrooms - Desks will be placed a minimum of 3-6 feet apart. All classrooms will be equipped with desk shields. Teachers will be instructed not to rearrange the furniture. All additional furniture--couches, chairs, etc.--will need to be removed by the teacher prior to onsite learning. Only furniture that allows for frequent surface cleaning will be allowed in classrooms. Teachers and students will follow social distancing practices throughout the class time. Students and teachers should remain 3-6 feet apart at all times.

During “hands-on” learning or physical activities, students and staff will maintain social distancing practices. All classroom equipment, learning utensils, tools, art supplies, desks, and classroom furniture will be cleaned and sanitized after each class session before a new class arrives. Each classroom will have cleaning supplies available for use by students and staff.

Social distancing of at least 3-6 feet remains one of the best preventative measures for reducing the spread of COVID-19. Elective classes will utilize outdoor learning areas where social distancing protocols are available. If classes must be indoors, working areas will be designated by tape and will be 3-6 feet apart. All implements/tools will be numbered and signed out to students in each class. Students will not be allowed to share implements/tools. All resources must be cleaned at the end of each class, as well as each individual work area. Masks must be worn during all classes.

# Dismissal

Dismissal at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design dismissal so that areas do not become congested to reduce the risk of exposure and transmission of COVID 19.

This section addresses these topics:

- ❑ Procedures creating one-way exits so that people exiting the building are not passing or coming in close proximity to one another - All stairwells will be used at dismissal time to ensure social distancing.
- ❑ Exit - Students will exit the classroom and go directly to their after school activity, busses or cars. No students will be allowed to linger in the building or outside once they exit. Students must be in designated after school areas by 2:30.
- ❑ Having procedures for parents to sign out students for early dismissal and limiting parent/guardian's access to buildings - Security will verify the student being picked up and will radio the main office/attendance office.
- ❑ Procedures for students to get to buses, cars and to walking routes while maintaining social distances as much as possible - Specified staff will be stationed outdoors to encourage students to board buses immediately.