

School Level Implementation/Operational Framework

Hazelwood East Middle School
Dr. Irma Moore, Principal
July 2021

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 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 armed with protocols and procedures to respond to a case of infection. This implementation/operational plan is to ensure that schools have procedures and practices in place to mitigate the risk of exposure and infection and protocols to respond to a case of infection.

There are **16** sections in this guide. This document is to be used as a supplement to the HSD Opening Framework, actualizing the practices and procedures outlined in the plan. Each section will outline practices and procedures that will be in place that speak to the section topic. The topics are as follows:

- Arrival (pages 2-3)
- Social Distancing (pages 3-6)
- Face Coverings (page 7)
- Restroom Use (pages 7-8)
- Hand Washing/Sanitizing (page 8)
- Breakfast/Lunch (pages 9-10)
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- Sick Students/Staff (page 11-12)
- Social/Emotional Needs (page 12)
- Electives (page 13)
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- Classroom Supplies (page 15)
- Discipline (pages 15-16)
- Communications (page 16)
- Meetings (page 16)

Arrival

Walkers/Car riders

- Walkers and car riders will be allowed to enter the building through Door 33 at 7:00 a.m. We will make every attempt to social distance a minimum of 3 feet.
- Designated East Middle School (EMS) staff members will monitor walkers and car riders as they enter the building and provide a face mask for any student that arrives without one. Staff will track the name of the students and submit the lists to administration.
- Students will follow posted social distancing signs and floor markers as they enter the building.
- As students enter the building, they will use the hand sanitizing stations.
- Students choosing to eat breakfast will pick up a pre-packaged meal in the cafeteria located on Eagle Lane.
- Students will report immediately to their 1st or 5th period class, following the A/B Schedule.

Bus riders

- Three buses will be unloaded at a time to three different entrances - Gym entrance, Main entrance and Library entrance (8th Grade only). 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.
- Bus riders will be allowed to enter the building through Door 33 at 7:00 a.m. We will make every attempt to social distance a minimum of 3 feet.
- Designated East Middle School (EMS) staff members will monitor walkers and car riders as they enter the building and provide a face mask for any student that arrives without one. Staff will track the name of the students and submit the lists to administration.
- Students will follow posted social distancing signs and floor markers as they enter the building.
- As students enter the building, they will use the hand sanitizing stations..
- Students choosing to eat breakfast will pick up a pre-packaged meal in the cafeteria located on Eagle Lane.
- Students will report immediately to their 1st or 5th period class, following the A/B Schedule.

Social distancing signs and markers will provide a visual cue to help students travel throughout the school. Teachers will be at their doors by 7:00 a.m. to allow students in the classroom. EMS staff will be stationed throughout the building to assist with the flow of traffic in the hallways and stairwell.

Late arrivals

- Students arriving before 7:10 a.m., will use Door 33. Upon entering the building, students will use the hand sanitizing station in the Main Office.
- Students arriving after 7:15 a.m., will enter through the Main Entrance through the far right door of the Main Entrance and will be directed to the 8th Grade Office. Social distancing dots will be on the floor to designate places in line.
- Overflow seating will be available outside the building socially distanced 6 feet apart.
- Only **three** parents/guardians will be allowed in the office at any given time.

Social Distancing

Hallways/Stairwells

- Social distancing signs and floor markers will be placed throughout the hallways/stairwells at EMS.
- To assist with the flow of traffic, EMS/EHS staff will place tape and arrows down the middle of the hallway and staircase and/or hallways will be labeled one direction.
- Designated staff will be assigned supervision locations to assist during student transitions.

Lockers

- To begin the 2021-2022 school year, students will not use lockers.
- Students will carry their belongings with them throughout the school day.
- We recommend that students only bring necessary supplies to school each day.

Classrooms

- Desks will be arranged in rows.
- Teachers will create seating charts for students. We will make every attempt to social distance.
- Students will receive an assigned seat for all classes. Teachers will submit a copy of the seating chart to building administrators. ***Any changes will require an updated seating chart submitted to building administration (no later than the end of the first period of implementation).***
- All flexible seating options will be removed from classrooms. This includes any furniture with a surface area that cannot be sanitized on a regular basis.
- No common supplies (e.g. pencils, pens, highlighters, etc.) will be utilized in the classroom.
- Teachers will check out (including documenting) and sanitize any supplies required to complete the instructional lesson.

Social Distancing Lessons

- As part of the opening week of school, teachers will facilitate multiple social distancing lesson plans during 1st Period. The lessons will include teachers modeling social distancing, a video presentation, and opportunities for students to practice.

Announcements

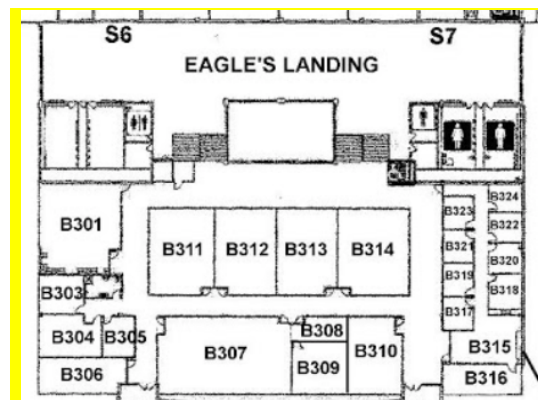
- Designated staff will read a daily announcement reminding students of social distancing expectations.

Non-essential visitors

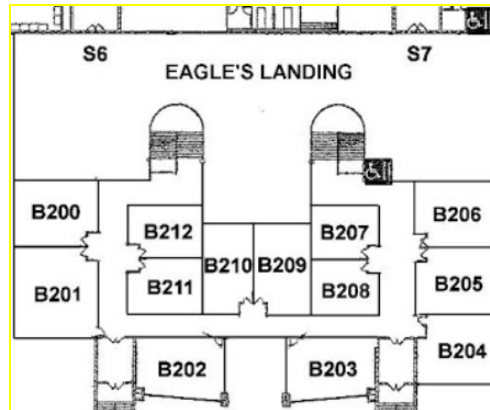
- Non-essential visitors will not be allowed in the building during this phase of the re-entry plan.
- Non-essential visitors will be encouraged to schedule a phone conference and/or virtual meeting with a member of EMS staff.
- In the event of an unscheduled visit, the office staff will inquire about the nature of the visit and take a message and/or schedule an appointment with the staff member. This process will occur via the telephone.

Counselors will reteach social distancing expectations for students needing additional support in this area. If students continue to disregard social distancing guidelines, their names will be submitted to the appropriate administrators. Administrators will work with families to assist with improving the student's decisions at school.

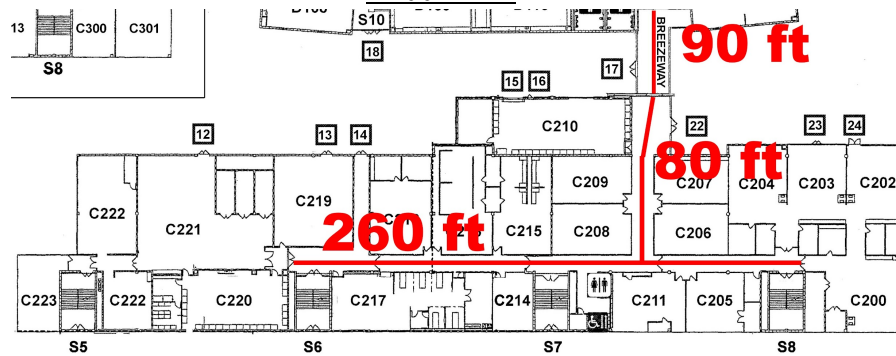
B300 Level



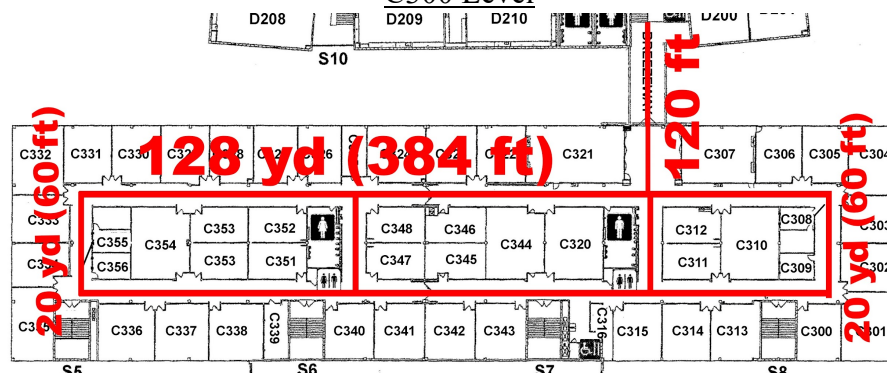
B200 Level



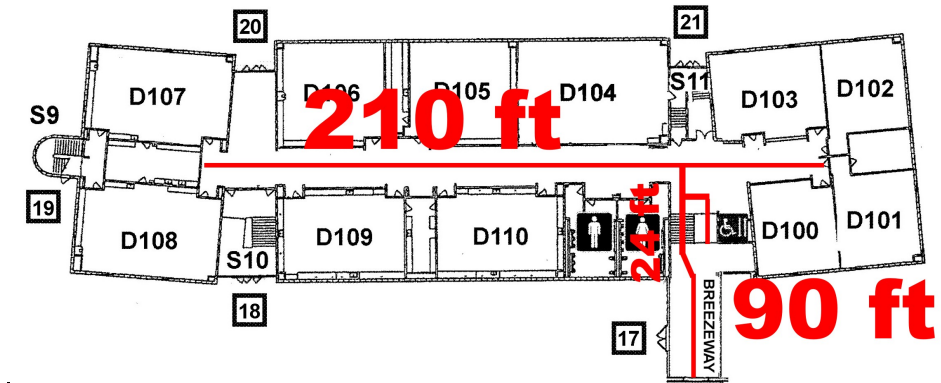
C200 Level



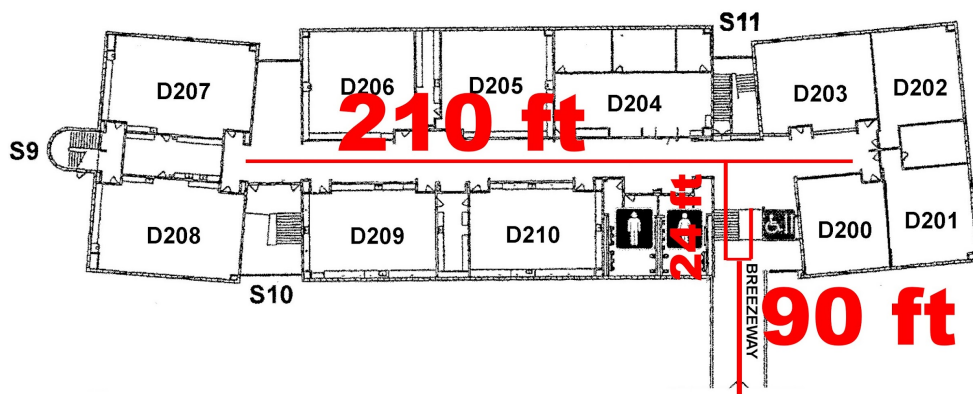
C300 Level



D100 Level



D200 Level



Face Coverings

A face mask is another one of the best preventative measures for reducing the spread of COVID 19. Wearing a face mask greatly decreases your chance of becoming infected and infecting someone else when you are asymptomatic. Face masks are one of the considerations that the St. Louis County Department of Health looks at when asking people to isolate and or quarantine.

Face Mask Lessons

- As part of the opening week of school, teachers will facilitate “How to Properly Wear a Face Mask” lesson plans during 1st period class. The lessons will include teachers modeling, a video presentation, and other face mask expectations.
- EMS staff will post “How to Properly Wear a Face Mask” signs at the entrances and throughout the school building.
- In the event a student does not have a face mask when boarding the bus, the driver will provide the student with a mask.
- If a student damages their face mask while at EMS, the student will report to the office and request a replacement for the day.

Staff members will submit the names of any student not adhering to the face mask policy to the appropriate administrator.

Administrators will work with families of students not following the face mask policy.

Essential visitors (including parents/guardians) must wear a mask upon entering EMS. Any visitor entering the building without a mask will immediately be provided a mask from a member of the office staff. There will be no exceptions.

Restroom Use

- Procedures for social distancing before, during and after restroom use:
Stalls will provide adequate social distancing and separation for students. 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 new backpack sprayer Virex 256 and Clorox to kill all germs on surfaces.
- Procedures that limit mixing of student groups:
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.

Restroom cleanliness

Custodial staff will sanitize the restrooms with the electrostatic sprayer and Virex after each transition. This will include replenishing hand soap, paper towels, and toilet paper.

Restroom capacity

- Cafeteria: 3 students
- Locker Rooms: 3 students

Hand Washing/Sanitizing

Upon entering the building, everyone will use a hand sanitizing station.

Hand washing/Sanitizing Instructional Lessons

- As part of the opening week of school, teachers will facilitate hand washing/sanitizing lesson plans during 1st period class. The lessons will include teachers modeling hand sanitizing, a video presentation of proper hand washing (provided by the school counseling team), and opportunities for students to practice.

Additional measures

- Students will wash their hands and/or use hand sanitizer before (and after) eating breakfast and lunch.
- Students will utilize hand sanitizer as they enter and exit different spaces in the school.
- “How to Properly Wash Hands” signs will be posted throughout the restrooms and outside the restroom doors as visual cues for students.
- Custodial staff will check the hand soap dispensers after each transition and check the hand sanitizer each night.
- Staff will contact the appropriate grade level office to have hand sanitizer replenished during the school day. The office staff will immediately notify a custodian for the item to be replenished immediately.
- As needed, EMS staff will reteach hand washing and sanitizing lessons.
- Administrators will work with the families of students not following hand washing and sanitizing guidelines.

Breakfast/Lunch

Breakfast/Lunch Procedures

- Students will pick up their grab and go breakfast upon arrival and take it to their first period class. Social distancing spots will be used to keep students apart. Lanes will be designated through use of tables.
- Trash cans will be available in the hallways for students to dispose of their trash.
- Lunches will still be in stages to limit the number of students at each lunch time.
- Students will wash hands, using the sinks in the restrooms and lunches will be provided on Eagle Lane with students entering on the right hand side and exiting the left where cafeteria personnel will complete the transaction. Social distancing dots will be placed on the floor for line formation. Students will eat lunch on Eagle Lane.
- Custodians will use the new Virex 256 and Clorox to kill all germs on surfaces after each transition.
- Cafeteria workers and teachers are notified of students with allergies.
- Custodians will use the new Virex 256 and Clorox to kill all germs on surfaces after each transition.

Lunch Schedule:

10:20 – 10:55	1st Lunch – Eagle Lane Cafe
10:55 – 11:30	2nd Lunch - Eagle Lane Cafe
11:30 – 12:05	3rd Lunch - Eagle Lane Cafe
12:05 – 12:40	4th Lunch -Eagle Lunch Cafe

To adhere to social distancing guidelines, students will be assigned to specific seats in the cafeteria.

- Cafeteria tables will be numbered and seats marked off by tape. Students will **not** sit directly across from each other.
- EMS staff will make every attempt to social distance students a minimum of 3 feet while sitting in the cafeteria tables.
- The Lunch Supervisors will record the table number and assigned students for each lunch period. This information will be kept in a google doc. Updates to the assignments will be made as needed.

- Lunch Supervisors will release students to pick up their lunch by table numbers. Students sitting at the released tables will also be allowed to use the microwaves at this time.
- Students will continue to use the 'one way' path throughout the cafeteria. EMS staff will model and practice this process with students during their first week of in-person learning.
- Any student needing to use the restroom, will raise their hand and hold up one finger (pointer finger). A designated staff member will monitor the cafeteria restrooms. Only 3 students will be allowed in the cafeteria restrooms at a time.

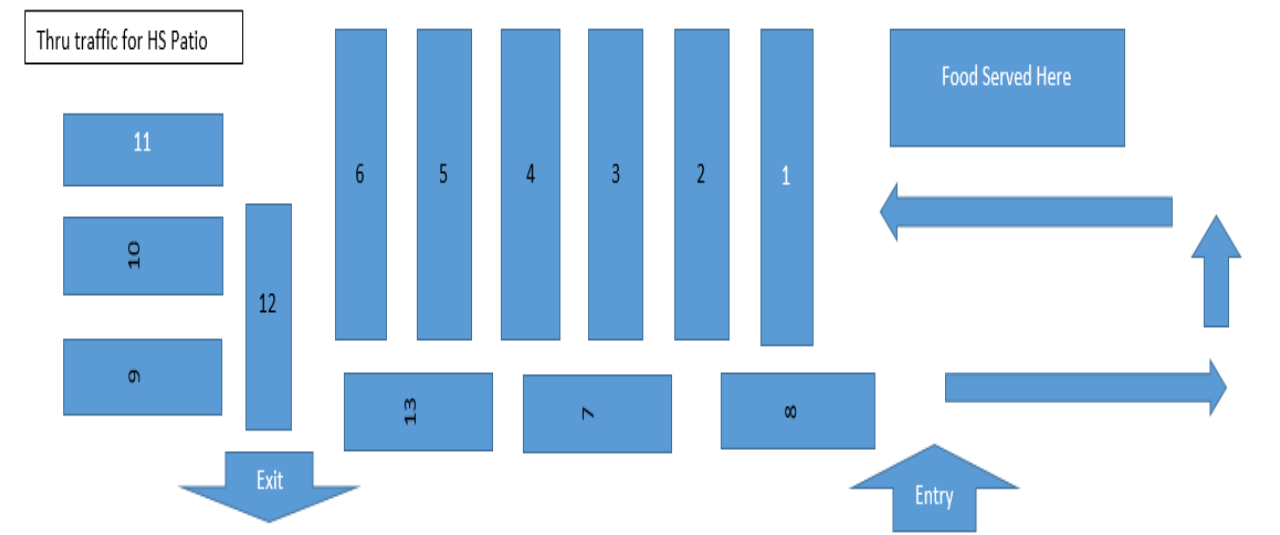
During the lunch process, students will

- Use hand sanitizing stations and/or wash hands prior to eating lunch.
- Eat lunch in their assigned seats in the cafeteria.
- Practice social distancing guidelines while eating lunch.
- Discard trash in the proper receptacle.

****Students with food allergens will have a designated location to eat during lunch.**

Custodial staff will sanitize tables and empty trash between lunch periods.

Sample picture of Cafeteria seating configuration:



Emergency Drills

- Fire Drills - Classroom destinations will be spread out and each classroom of students will be expected to be 6 feet apart. We will run the drills in zones to reduce the number of students participating in the drill. All building zones will participate in the drills throughout the year.
- Earthquake drills - Students will be able to follow the same social distancing in the classrooms during this drill when the students are under or near their individual desks.
- Severe storm drills - We will run the drills in zones to reduce the number of students participating in the drill. All building zones will participate in the drills throughout the year.
- Active intruder drills - We will run the drills in zones to reduce the number of students participating in the drill. All building zones will participate in the drills throughout the year.

Administrators and the School Safety Department will monitor the emergency drill process and update as needed.

Sick Students/Staff

Staff will contact the Nurse prior to sending a student to the EMS Clinic. The Nurse will provide further instructions to the teacher/staff member.

Students:

- Students who are exhibiting symptoms of an illness, will be assessed by the school nurse and immediately isolated in the designated space in the school clinic.
- The School Nurse/Nurse Aide will notify the parents/guardians of the illness. Following the notification, parents/guardians/designee are expected to pick the student immediately.
- The School Nurse/Nurse Aide will monitor the student in the designated area in the clinic until the parents/guardians/designee arrive at the school.
- The route will not be directly through the main office; instead to gain access to this room individuals will be escorted around the outside of the office to the office door near the gym lobby.
- When the student's ride arrives, they will be escorted out the gym lobby doors to the exterior of the building and down the steps to their ride. The Conference room will be cleaned and sanitized after each use.
- In the event the isolation area in the EMS Clinic is full, the conference room D in the Main Office will be used as an overflow isolation area.

Staff members exhibiting symptoms of an illness will be assessed by the School Nurse. Staff members will not isolate themselves in the building, they will be allowed to leave the building. The custodial staff will clean and sanitize the staff member's work area.

Social/Emotional Needs

The counselor, home school communicators, principal, & 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 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.

Ms. Anglea Bryant, HSD School Social Worker, will provide training to EMS/EHS staff about procedures for contacting the Division of Family Services when necessary and code documentation in SIS. In addition, when staff members sense social/emotional/behavioral concerns, they will follow the proper protocols for reporting.

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

The student support group will develop a process for students to request assistance from school counselors and the social worker.

Contact information for administrators, counselors, and the social worker will be shared with parents/guardians and posted on the school website.

Counselors, the social worker, and administrators will coordinate presentations from our social/emotional partners (Alive and Well, Girl Scouts, Behavioral Health Response (BHR), and Communities Healing Adolescent Depression and Suicide (CHADS).

Electives

Hallways - all hallways will be divided down the middle with tape markings to separate the flow of traffic (see diagrams). Stairwells are separated by handrails and traffic will flow to the right side going up and down the stairs to ensure that proper social distancing is implemented. Arrow stickers will also be placed in applicable areas to show the intended directional flow of traffic.

Classrooms - Floors in all classrooms will be marked and desks will be placed a reasonable distance apart (place holders will be marked on the floor). Teachers will be instructed not to rearrange 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.

During “hands-on” learning or physical activities, students and staff will maintain social distancing practices. Spaces will be marked on the floor for student work areas. 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. Students and staff will be required to wear gloves before using equipment. Each classroom will have cleaning supplies available for use by students and staff.

Elective classes will utilize outdoor learning areas where social distancing protocols are available. If classes must be indoors, working areas will be designated a reasonable distance 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

- Walkers/Car riders:
 - Exit the building at 2:15 p.m.
 - Use the appropriate doors to exit the building through the main entrance (front of building).
 - Report immediately to vehicle or leave school grounds.
- Bus riders
 - Exit the building at 2:15 by hall via dismissal bell.
 - Use the appropriate doors to exit the building.
- 1. Procedures creating one-way exits so that people exiting the building are not passing or coming in close proximity to one another:
 - a. C300 Social Studies and ELA will come down stairwell 6 and exit out the gym lobby.
 - b. C300 World Language and Math will come down stairwell 7 and exit out the main entrance.
 - c. D200 will go across the upper breezeway and down stairwell 7 to exit out the main entrance.
 - d. D100 will go across the lower breezeway down stairwell 7 and exit out the main entrance.
 - e. B200/300 Students will exit out by the library lobby.
 - f. C200 will go down stairwell 6 and exit through the gym lobby.
 - g. E Hall will exit out by the Library lobby.
 - h. PE students will exit out the gym lobby.
 - Practices that limit mixing of student groups - dividers will be placed in the commons to limit mixing of student groups for the different zones of the building that will exit through the designated exits (gym lobby, main entrance and library lobby as described above).

- Procedures for students to get to buses, cars and to walking routes while maintaining social distances - car riders will meet their rides on the lower lot and buses will be spaced adequately on the upper lots. Staff will be outdoors to encourage students to board buses immediately.
- All students are to report immediately to their assigned school bus.

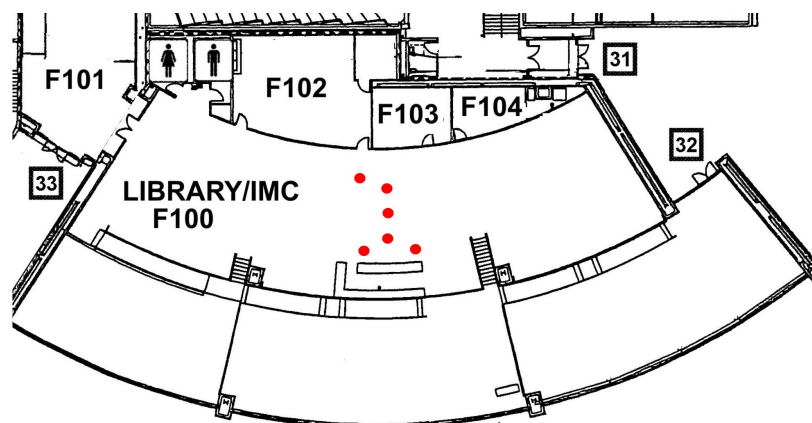
Administrators and staff will be assigned designated locations to monitor students during dismissal. Social distance signs and markers will provide visual cues for students as they exit the building.

Early Dismissal Procedures

Parents/guardians will be highly encouraged to contact the school prior to arriving at the school. Office staff will have students waiting in the office.

Library

- Sanitization or book quarantine process
 - Returned books will be quarantined for 24-48 hours
 - Books will be wiped down prior to returning to circulation.
- 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 be quarantined for 24-28 hours.
 - Books will be wiped down prior to returning to circulation.
- Process for limiting number of students and adults in the shared space
 - Staff will need to call the librarians to arrange 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 plexiglas 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

Administrators and teachers will encourage students to bring basic supplies (e.g. pencils, pens, paper, etc.). Administrators will purchase additional supplies for each classroom. ***Any basic supply items provided to students by the teachers will not be returned to the teacher.***

When needed, teachers will:

- Check out specialty supplies (e.g. scissors, paper cutter, paint brushes, cooking utensils, sports equipment) during class. Teachers will document the check out process.

Teachers are responsible for sanitizing checked out supplies after each use and prior to issuing to another student. As an additional safety measure, students and staff will wear gloves when using equipment.

Discipline

- School administrators will follow normal disciplinary procedures as outlined by HSD Student/Parent Handbook and Behavior Guide.
- Staff will contact the office before sending a student to see the Counselor or Principal.
- If multiple students are in the office, staff will assign students to specific chairs.
- While conducting an investigation, administrators will make every attempt to socially distance a minimum of 3 feet.
- The administrative team will monitor the number of students in the ISS room to make every attempt for students to socially distance a minimum of 3 feet.

Communications

- EMS Administration will continue the monthly Eagle Newsletter, Weekly Autodials and other communications on an as needed basis (robocall, phone, text message blast).
- Several student meetings will be scheduled prior to school beginning. During the meeting, EMS Staff will review procedures highlighted in the EMS Implementation and Operational Framework.
- EMS Staff will develop a video to help explain the guidelines. The video will be reviewed during the parent meeting and posted on the EMS counseling page.
- District personnel will communicate school closure information.
- Notification of COVID-19 close contacts will come directly from the school's contact tracing team using the phone number and email provided in Tyler SIS.
- District personnel will update the COVID-19 Dashboard on the Hazelwood School District website.

- HSD will send out reminders to parents to check their child's temperature before sending students to school and what symptoms should be monitored. Students who are sick should remain at home..

Staff Meetings

- Social distancing and face coverings are required during any and all meetings.
- At the conclusion of any meeting lasting 15 or more minutes, the meeting organizer will submit the names of the attendees and the seating arrangement to the Main Office. The documentation will be used for contact tracing purposes.