

School Level Implementation/Operational Opening Framework

Central Middle School
August 2, 2021



"A Culture of High Expectations and Excellence!"

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-school 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 District Pandemic School Opening Plan, 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 (page 2)
- Social Distancing (pages 3-4)
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Arrival

Buses and car riders will be allowed to arrive and unload on campus at approximately 7:50 a.m. It will be communicated to Hazelwood Central Middle School (CMS) families via phone calls, emails, and the school website that children should not be released from cars until directed to do so. Buses will unload one bus at a time at the main entrance. An administrator or designee will dismiss students from the bus by rows. An administrator and the dean of students will be located at the main entrance to assist in the flow of entering the building. Cars will unload one car at a time at the cafeteria entrance. An administrator and a building aide will be located at the cafeteria entrance to assist in the flow of students entering the building.

Masks will be given to any student that does not have one before entering the building. Hand sanitizer will be available as they enter the building.

Students will be socially distanced as they enter the main entrance. Two doors will be marked for students who are eating breakfast and one door will be for students who are not eating breakfast to allow for adequate social distancing. Students will scan their ID's to check for food allergies and then they will pick up their breakfast from carts by the main entrance and cafeteria entrance. They will then proceed to their Academic Excellence (AE) classes following floor signs for social distancing.

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 7:50 a.m.

It will be communicated to CMS families via phone calls, emails, and the school website that parents who arrive late with students are encouraged to call the school from their vehicle to inform the main office. Late arrival students/parents will enter the building through the main entrance and will be directed to the main office. Social distancing dots will be on the floor to designate places in line.

Visitors entering the site will be limited and must be scheduled by appointment. Whenever feasible, communications will be conducted through avenues of no to minimal physical contact, such as emails, phone calls, and virtual platforms. However, if it becomes necessary for a parent or another person to come into the building, the process of scheduling in advance will be followed. Upon their arrival to school, the visitor is expected to complete the Google Daily Health Screen and their temperature will be checked by our clerical staff. All visitors and parents are required to wear a face mask which can be provided if needed.

Students that arrive at school on a late bus will enter the main entrance while maintaining social distance. Students will pick up their breakfast from carts by the main entrance. An announcement will be made to notify staff of the arrival of those students.

Social Distancing

- Procedures for social distancing:
 - Hallways - All hallways will be divided down the middle with tape markings to separate the flow of traffic. 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. When students are passing from one class to another, they will walk around in a circle in each grade-level hallway and then go to their next class. Teachers and administrators will be in each grade-level hallway to supervise students.
 - Elevator Use - No more than two individuals are allowed on the elevator at a time (stickers will be visible on the floor of the elevator for social distancing). No students will be allowed on the elevators without prior authorization. Elevators will be cleaned at each transition. Elevators can only be accessed by permission given from the school nurse or building administrators.
 - Classrooms - Desks will be spaced apart to the greatest distance possible to social distance. Each desk will have a plexiglass desk shield. Teachers will be instructed not to rearrange the furniture. All additional furniture (couches, chairs, etc.) will need to be removed by the teacher before onsite learning. The 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. The administrative team will make every attempt to social distance teachers and students a minimum of 3 feet. 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. Reminder signs to social distance will be placed in all classrooms. 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 encouraged to wear gloves before using the equipment. Each classroom will have cleaning supplies available for use by students and staff. For contact tracing purposes teachers will keep and post an updated seating chart for each of their classes.
 - Cafeteria - Students will have assigned seating for contact tracing purposes while eating lunch in the cafeteria area. The cafeteria and the main entrance will also be used for breakfast pick up. The administrative team will make every attempt to social distance students while they are eating in the cafeteria area. The administrative team will also place tables in the gym area for students to eat as well to help maintain social distancing while students are eating their lunch if needed.
 - Gym - Locker rooms will not be used. Teachers will follow mitigation procedures as well as making every attempt to keep students socially distanced by marking

students' work areas apart to the greatest distance possible and providing each student with procedures necessary to not share equipment. Equipment will be sanitized after each use by the teacher.

- Students will have limited time to transition from one class to the next, following hallway markings for movement. Students will not be allowed to leave the cafeteria or gym during their lunch unless it is an emergency to prevent students from gathering. Teachers will make every attempt to supervise students to ensure proper social distance measures are followed.
- Social distance stickers will be placed on the floor in the main office. In an event that a parent should be allowed in the building, they will be called in the order of their arrival by the front desk staff.
- Until the district deems safe, non-essential visitors will not be allowed into the building. Personnel in the main office 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. Non-essential business will be handled without entering the building- dropping off items for students, etc. All appointments will be verified before allowing a parent/visitor into the building. If a parent is dropping off materials for their child, a secretary will come to retrieve the item and wipe it down.

Masks

- Students without masks 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.
- Starting the first day of school, all students will receive instruction on how to properly wear and remove face masks and be expected to wear a mask for the duration of the school day. Reinforcement will be provided through demonstration and video instruction on proper mask-wearing through PBIS and classroom lessons daily.
- Parents or other essential visitors arriving without face masks will be provided a mask before entering the school building and expected to remain masked for the entirety of the visit. Visitors refusing to wear a face mask will be asked to wait outside the building or leave the school grounds. No one will be allowed into the building without a face mask.
- Students who do not comply with district face mask expectations, a mask covering the nose and mouth continuously, will be referred to an administrator and a parent will be notified to encourage the student to comply. If a student continues to be noncompliant, a parent/guardian will be required to pick up the student. For the safety of all HCMS stakeholders, face coverings will be required to be worn by all who enter the building.

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 of proper handwashing procedures.
- Procedures for limiting the number of students in a restroom at one time:
 - Three students will be allowed in the restroom at a time.
 - Building schedules will be in place to eliminate student group crossovers and congregation of students, while still allowing for emergency bathroom usage.
- Procedures for having the restrooms sanitized after restrooms are used:
 - After each transition, custodians will sanitize restrooms, door handles, handrails, and main traffic areas.
- Procedures that limit mixing of student groups:
 - Students will use the restrooms that are closest to their classroom. A restroom schedule will be created by teachers during professional development and grade-level collaboration meetings for each classroom to follow before students return to school. Teachers will document all passes with student names and times to inform contact tracing reports if necessary.

Breakfast/Lunch

- Students will pick up their 'grab and go' breakfast upon arrival and take it to their AE class. Hand sanitizers will be available for students as they pick up their breakfast. Students will have assigned seats in their AE that will be spaced apart to the greatest extent possible to social distance while eating breakfast in the classrooms. Lanes will be designated through the use of tables/carts as students enter the building. Staff will assist with supervision.
- Teachers and students will be responsible for sanitizing after students eat breakfast in the classroom using district-provided products. Trash cans will be available in the classrooms for students to dispose of their trash. Custodians will pick up trash and disinfect trash containers after breakfast and each lunch.
- Lunches will be served by grade level to limit the number of students at each lunchtime.
- Students will sanitize their hands in the classroom. Teachers will escort students to the cafeteria or gym to seat them by assigned seats for each of their students by

grade level.

- The custodial and cafeteria staff will be responsible for sanitizing cafeteria tables after students eat using district-provided products.
- The cafeteria and gym will remain consistent with the same grade-level students to limit the mixing of student groups. Students with known food allergies will have ‘allergen aware’ designated seating. Notification from parents regarding airborne food allergens will continue to be essential for safe planning. Staff will plan designated student seating and sanitization of these areas to discourage cross-contamination and keep student groups consistent whenever possible. The school health staff will flag students with documented food allergies in Tyler SIS providing notification to staff with the need to know these conditions.
- After each transition, custodians will sanitize restrooms, door handles, handrails, and main traffic areas. Common areas will be sanitized throughout the day.
- Custodians will use the new Virex 256 and Clorox to kill all germs on surfaces after each transition, paying close attention to avoid cross-contamination when wiping down surfaces.

Emergency Drills

Fire Drills

- Classroom destinations will be spread out and each classroom of students will be expected to be spaced apart to the greatest distance possible to social distance. Drills will be run by grade level to reduce the number of students participating in the drill. All grade levels will participate in the drills throughout the year.
- 8th grade- Rooms 100 & 106 leave by Exit #3, which is between rooms 100 & 106. Proceed north to the ramp above the field. At the bottom of the ramp line up on the right side of the field next to the wall in the correct order of room numbers. Room 100 will be the first on the end of the field farthest from the school building. Rooms 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, & 123 will leave the building by Exit #1 and walk to the steps above the field on the north side of the building. Once at the bottom of the steps, they will line up according to the order of room numbers on the wall side of the field. The SRO’s office, Main Office 129, office 119, clinic 127, and ISS (123) will leave by exit will by exit #1. Proceed north to the steps above the field. At the bottom of the steps line up on the left side of the field next to the sidewalk. Rooms 101 & 107 leave by exit #2, which is between rooms 101 & 107. Proceed to the steps above the field on the north side of the building. At the bottom of the steps, line up according to the correct room

number order on the right side of the field by the wall.

- 7th grade- Rooms 200, 206, 208, 210, and 212 use the stairwell between rooms 200 & 206 and leave by exit #3. Then they are to proceed to the field on the north side of the building. Line up in the center of the field by room number, from 200 – 228. Rooms 201, 207, 209, 211, and 213 use the stairwell between rooms 201 & 207 and leave by exit #2. Then they are to proceed to the field on the north side of the building. Line up in the center of the field by room number, from 200 – 228. Rooms 214, 215, 216, 217, 218, 219, 221, 223, 225, 226, and 228 use the main stairwell to leave by exit #1 and proceed to the field on the north side of the building. Line up in the center of the field by room number, from 200 – 228.
- 6th grade- Rooms 300, 306, and 308 use the exit between rooms 300 & 306 to go to the first floor and proceed out of exit #3. Walk to the ramp at the top of the field on the north side of the building. At the bottom of the ramp, line up according to the order of the room numbers on the left side of the field next to the sidewalk. Rooms 301, 307, and 309 use the exit between rooms 301 & 307 to go to the first floor and proceed out of exit #2. Walk around the building to the steps at the top of the field on the north side of the building. At the bottom of the steps, line up according to the order of the room numbers on the left side of the field next to the sidewalk. Rooms 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 321, and 323 use the main stairwell to leave by exit #1 and proceed to the ramp at the top of the field on the north side of the building. At the bottom of the ramp, line up according to the order of the room numbers on the left side of the field, closest to the sidewalk.

Earthquake Drills

- These drills will be run by grade level to reduce the number of students participating in the drill. All grade levels will participate in the drills throughout the year.

Severe Storm Drills

- These drills will be run by grade level to reduce the number of students participating in the drill. All grade levels will participate in the drills throughout the year.

Active Intruder Drills

- These drills will be run by grade level to reduce the number of students participating in the drill. All grade levels will participate in the drills throughout the year.

Sick Students/Staff

Students and staff who are identified with symptoms of illness will be assessed by the school nurse and immediately isolated in the designated *Isolation Room*, located in the school clinic. In the event of a student needing to go to the clinic, the teacher is asked to call the clinic and the nurse or nurse's aid will come and get the students rather than students being sent to the nurse. If a staff member is not feeling well, they or a designee will call the clinic for assistance. Staff members will not remain in isolation on-site, but rather leave the school building. The parents/designee will be notified and expected to pick up their child immediately following their notification. While waiting, a clean mask will be provided to the student while under observation in this designated area.

Room 123 has been designated as an additional space for the overflow of symptomatic students if the school clinic Isolation Room is in use.

Upon arrival to pick up any student from the school clinic, parents should call the school office to have the child brought to the school's front door entrance for a non-contact handoff. The school's health service staff will continue contact tracing procedures and may be in contact with the parent to follow up.

Isolation Procedures

- If a student shows symptoms of COVID/19, the teacher will call the nurse, and a nurse or nurse's aid will come to get that student from the classroom.
- An assessment will be performed by the nurse. PPE guidelines will be followed.
- If it is determined that the student is possible for COVID/19, that student will be placed into isolation room #1, located in the clinic. The student will be masked. Parents will be contacted by the nurse so that the student will be picked up.
- Nurses will log all parent contacts and specific times of contact onto a google doc.
- Isolation room #1 will be monitored by the nurse.
- Once the isolation room is used, it cannot be used again until cleaned and disinfected by custodial staff/ and or nurse. Therefore, once the student is picked up, the custodial staff needs to be notified.
- In the event of multiple students with COVID symptoms and isolation room #1 is occupied. Students will be placed in Isolation room #2, Room 123, located across from the clinic office. These students will be monitored by the clinical staff or assigned office staff. Monitors will wear appropriate PPE. Students will be masked. Parents will be contacted so that students will be picked up.
- It is expected that students will be picked up in a timely manner.
- Again, after Isolation room #2 is used, it cannot be used again until disinfected/cleaned by custodial staff. Therefore, the custodian must be called when the room is no longer occupied.
- Isolation rooms may not be used again until properly disinfected.
- Students and staff in or working with isolation rooms will be masked at all times.

- In the event that a larger group of ASYMPTOMATIC students need to be sent home for quarantine due to contact tracing, room 123 will be used. In this room, students will wait for their parents to pick them up. They will be socially distanced and will have on masks at all times. Students in this room will be monitored by clinical staff.
- It is the expectation that students will be picked up promptly after parents are notified. The room will be disinfected by custodial staff after use and before it is used again.

Use of Library

- Sanitization or book quarantine process
 - Returned books will be sanitized and set aside in a bin to be quarantined for 3 days before 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 sanitized and set aside in a bin to be quarantined for 3 days before returning to circulation.
 - Students will be given gloves to browse through books before making their selection. The use of gloves will prevent books from having to be quarantined.
- Process for limiting the number of students and adults in the shared space
 - Teachers will need to call the librarian 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
 - 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

Each student should 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. Teachers will digitize printed materials when possible and allowable as determined by copyright guidelines.

If shared classroom objects are used, students should use hand sanitizer before and after usage. Teachers are discouraging the sharing of any items that are difficult to clean or disinfect.

Elective class (Art, FACs, Music, Spanish, PE, PLTW, and SAIL) supplies, instruments, etc. will be sprayed down with Virex before and after handling. Elective teachers will have a plan in place for allowing students to sanitize hands before and after touching equipment. There will be an ample supply of hand sanitizer for use.

Students are not to share Chromebooks, chargers, or any devices. If students forget their Chromebooks, an extra one will be provided to them. Teachers will have extra Chromebook chargers for student use if necessary. Students will be able to swap non-working Chromebooks through our school library.

Hand Washing/Sanitizing

Touchless sanitizing stands will be provided at the entrance to the middle school building as well as in high traffic areas and hallways. Sanitizer will be available in each classroom, conference/meeting room, and the library for use by all students and staff. Visitors will be asked to sanitize 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 sanitize their hands. Before and after eating lunch, students will be required to sanitize their hands in the classroom. Upon entering and exiting each classroom, students and staff will sanitize their hands using the designated sanitizing station located in the classroom. Classrooms will have additional cleaning supplies.

Signage will be placed in all classrooms, bathrooms, and hallways to reinforce proper handwashing techniques. This information will continue to be shared and reinforced through PBIS lessons, school communications throughout the day via announcements, email, and various social media platforms. Staff will review proper handwashing procedures with students during the first week of in-school learning. Hand hygiene education will be revisited throughout the remainder of the year to build healthy habits and reinforce compliance and understanding.

Administration will work with the lead custodian to ensure the monitoring of cleaning and sanitation of the entire building. Sanitation supplies will be shared with the staff and they will contact the clerical staff when needing a resupply.

Sanitizing stations and soap dispensers will be checked every few hours to ensure each station remains maintained and full of product. If a staff member notices or is informed of an empty dispenser, the staff member will 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 hydration stations will be available for use. Schedules will be in place to allow for designated water refills with the least amount of group crossover or congregation of students.

Student desks and chairs need to be wiped down at the beginning of each class.

Social/Emotional Needs

The counselor, administrators, dean of students, and social worker will introduce themselves during town hall meetings so that students will know who they are. Counselors will continue to provide lessons to our students on social and emotional health. Teachers will provide SEL lessons on select days during Academic Excellence.

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. Additional resources can be accessed through our Student Services Department and community partners.

Our school social worker will provide training to CMS 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.

Ongoing PD will be provided for staff to enhance student motivation through Alive and Well.

Counselors will implement a returning Aims Web behavior screener for students and teachers. Self-screeners will be administered to students and monitored by counselors and administrators. A multi-tiered platform and universal lessons will be taught virtually to all students.

Classroom Transitions

Students should be prepared to be dismissed at the bell but will need to remain seated until the bell or an administrator releases their classroom. Students will be directed to walk on the right

side of the hall and in a counter clockwise direction. Once they reach their next class they will need to enter appropriately or wait in the hall in a socially distanced line outside the classroom door.

Hallways - All hallways will be divided down the middle with tape markings to separate the flow of traffic. 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.

Electives

Social distancing remains one of the best preventative measures for reducing the spread of COVID-19. Elective classes will be encouraged to utilize outdoor learning areas where social distancing protocols are available. When classes are indoors, working areas will be spaced apart to the greatest distance possible to social distance. 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 work area. Masks must be worn during all classes.

Dismissal

- Procedures creating one-way exits so that people exiting the building are not passing or coming in close proximity of one another:
 - Dismissal will be staggered. Car riders will be dismissed and exit out of the cafeteria exit. Next, walkers will be dismissed and exit out of the front entrance. Last, students will be dismissed by grade level or bus number.
- Practices that limit mixing of student groups:
 - Teachers and designated staff will supervise specified areas during the dismissal process.
- Procedures for parents to sign out students for early dismissal limiting parent/guardians access to buildings:
 - Clerical staff will verify the driver's ID and will radio the main office and the student will be sent out to the parent/guardian's vehicle.
- Procedures for students to get to buses, cars, and walking routes while maintaining social distances:
 - Car riders will meet their rides at the back of the building, behind the cafeteria, and buses are spaced adequately in front of the building. Staff will be stationed indoors and outdoors to encourage students to board buses immediately.
- Late buses in the afternoon:

- o Students will be escorted to the cafeteria and/or gym until buses arrive. Supervising staff will make every attempt to space students apart to the greatest distance possible to social distance while waiting for their busses to arrive.

Discipline

- School administrators will follow normal disciplinary procedures as outlined by HSD Student Handbook and Behavior Guide.
- Disciplinary procedures will remain the same; providing students due process and completing thorough investigations.
- If multiple students would be needed in the office at one time, such as implementing disciplinary action or processing an active investigation, staff will make every effort to maintain social distancing between students and continue mask practice mitigation. Staff conducting the investigation will also be expected to practice social distancing and mask usage.
- The administrative team will monitor how many students are placed in ISS to ensure social distancing.

Communication (Internal/External)

- Staff meetings and professional development may use in-person or zoom format.
- We will continue to send out weekly communication to our families through email or phone blasts.
- Information about any school closures will be communicated by our district office.
- Information regarding COVID-19 quarantines and isolations will be located on the district Dashboard.
- 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.
- Community resources related to COVID-19 vaccinations, testing sites, and general information are provided on the district website.
- Parents are strongly encouraged to monitor their children for symptoms of infectious illness every day through home-based symptom screening before attending school. HSD will send a daily reminder to parents including what symptoms should be monitored and to check their child's temperature before sending them to school. Students who are sick should stay home.