

Implementation and Operational Reopening Framework

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 implementational/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 13 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 in place that speak to the section topic. The topics are as follows:

- Arrival
- Visitor Expectations
- Social Distancing
- Face Coverings
- Locker Use
- Restroom Use
- Breakfast/Lunch
- Emergency Drills
- Sick Students/Staff
- Use of Library
- Classroom Supplies
- Hand Washing/Sanitizing
- Social/Emotional Well Being
- Electives
- Dismissal
- Discipline

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 North Middle School (NMS) 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 assistant principal or designee will dismiss students from the bus. The building principal and the dean of students will be located at the main entrance to assist in the flow entering the building.
- Cars will unload one car at a time at the cafeteria entrance. The school Safety Monitor and two Teacher Aides (TAs) will be located at the cafeteria entrance to assist in the flow of students entering the building.
- Face coverings 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 breakfast from carts at the entrance to grade level floors, the gym, or the music hallway. They will then proceed directly to their Academic Excellence (AE) classes following floor signs for social distancing. Students **will not use lockers**.
- All teachers will be stationed outside their classrooms or a 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 NMS families via phone calls, emails, and the school website that parents/guardians who arrive late with students are encouraged to call the school from their vehicle to inform the grade level office. Late arrival students will enter the building through the main entrance and will be directed to their grade level office to check in. Social distancing markings will be on the floor to designate places in line.
- We will limit parent contact in the building. Parents/guardians must call to schedule an appointment. We will try as much as possible to take care of everything that parents/guardians need over the phone or via Zoom conferencing. If it becomes necessary for parents/guardians to come into the building, we will schedule an appointment with the parent. Upon their arrival to school the parent will complete the Google self report form. Parents/guardians are asked to wear a face covering; if they do not have one we will provide one for them.
- Students that arrive at school on a late bus will enter the main entrance through grade level designated doors 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.

Visitor Expectations

- To mitigate the impact of COVID-19, we are limiting the number of visitors entering the building. There should be a free standing sign with phone numbers for visitors to call and be visible from their care or parking lot.
- Please see arrival and dismissal sections for specific procedures.
- When a need arises that a parent/guardian needs to confer with a member of the North Middle faculty, staff, or administration, we will first confer via phone or Zoom conferencing. If additional measures need to be taken, members of the NMS faculty, staff, or administration will schedule an in-person appointment.

- When it becomes necessary for them to come into the building, a visitor will complete the Google Covid-19 self report screening form. To ensure the continued safety of all stakeholders, a parent/guardian will be required to wear a face covering at all times; if they do not have one, we will provide one for them.
- Non-essential visitors:
 - 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 building entrance - dropping off items for students, etc. All appointments will be verified prior to allowing a parent/visitor into the building.
 - We will use a late arrival/early dismissal process that doesn’t require parents/guardians to enter the building.

Social Distancing

- For hallway transition, students will move in the same direction, in a line, around the perimeter of the hallway until the next class is reached. 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. Teachers and administrators will be in each grade-level hallway to supervise students.
- 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.) Elevators will be cleaned at each transition. No students will be allowed on the elevators without prior authorization from the school nurse or building administrators.
- When possible, desks will be placed a minimum of 3 feet apart. 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. Fans may be used in each classroom to ensure proper airflow is maintained.
- Students will not be allowed to leave classes/library/cafeteria during their lunch unless it is an emergency to prevent students from gathering.
- Teachers will supervise to ensure proper social distance measures are followed.
- Students will have desk dividers in the classrooms

Face Coverings

- Face coverings are required.
- Students without face coverings will be provided face coverings as they enter the bus. Students who arrive at school without a face covering will be given a face covering by school personnel before they enter the building.
- All students will receive instructions on the first day of school on proper wearing of their face covering and will be required to wear a face covering for the duration of the school day.

- Parents/guardians or other essential visitors will be provided with a paper face cover upon entrance of the building. Visitors refusing to wear a face covering will be asked to wait outside the building or leave the school grounds. No one will be allowed into the building without a face cover.
- Students who do not comply with the face covering procedures will be referred to an administrator and a parent will be notified to encourage the student to comply. **If a student continues to not comply, they will not be allowed to attend class and a parent/guardian will be required to pick up the student.** For the safety of all NMS stakeholders, face coverings will be required to be worn by all who enter the building.

Locker Use

- Students will not be allowed to use lockers. All belongings should be kept in their bookbag and transported from one class to another.
- Students should be encouraged to bring only daily necessities to minimize carrying a heavy bag throughout the day.

Restroom Use

- Stalls will provide adequate social distancing and separation for students. Signs will be posted to remind students of proper hand washing procedures.
- Two students will be allowed in the restroom at a time.
- Students will use the restrooms that are closest to their classroom. To help maintain safe social distance, a restroom schedule will be created by teachers to provide periodic restroom breaks during class time.
- Students who need to use the restroom outside of their designated classroom time will be escorted and supervised by the hall monitor or designated staff member. Teachers will document all passes with student names and times to inform tracing reports.
- Custodians will sanitize restrooms after breakfast, after lunch, after school, after each transition, and as needed throughout the day.

Breakfast/Lunch

- Social distancing will be observed during breakfast and lunch.
 - We will use a modified layout and seating charts to support social distancing.
 - We will stagger meal distribution and use multiple pickup points.
- Students will have access to hand sanitizer before eating.
- Students with food allergies will be given a safe place to eat. We will ensure the safety of students with allergies and help expedite meal choice by familiarizing students and staff with daily menu offerings, such as providing menu options in advance or clearly labeling food items with simple menu item descriptions.
- Eating areas will be cleaned and sanitized before and after meals, using the new Virex 256 and Clorox to kill all germs on surfaces.
- Breakfast procedures:
 - Students will pick up their grab and go breakfast upon arrival and take it to their AE class

- o Teachers and students will be responsible for sanitizing after students eat in the classroom using district provided products. Trash cans will be available in the classrooms for students to dispose of their trash.
- Lunch procedures:
 - o All student meals will be supervised by staff. When possible, supervising staff will report to their supervisory duty 5-minutes before the designated student lunch period begins.
 - o We will have 254 seats in the cafeteria during lunch separated by desk shields and with students utilizing masks when not eating. For lunches with more than 254 students, the health room will be used as an overflow area.
 - o We will encourage students and staff to remain at least 3 feet apart in areas that can easily become crowded (e.g., standing in line, dish return) and while eating by providing physical guidance, such as tape or graphics on floors or sidewalks and signs on walls.

Emergency Drills

- We will continue to run emergency drills (fire, earthquake, tornado, intruder) as detailed by our building emergency plans.
- Drills will be run by grade level or smaller groupings to reduce the number of students participating in the drill. All grade levels will participate in the drills throughout the year.
- Students will be encouraged and reminded to socially distance while transitioning to their assigned area(s).

Sick Students/Staff

If a student or staff member experiences Covid-associated symptoms while at home, do not come to school.

- If a student tests positive for COVID-19, their parent/guardian should contact the school nurse. For additional support and resources, parents/guardians can contact Christian Bertel, Coordinator of Health Services.
- If a staff member tests positive for COVID-19, they should contact their supervisor to report their Covid-related absence. Before staff can return to work, they must provide a negative test indicating they did not have COVID or, if the staff member tested positive and isolated, they must provide a release of isolation letter prior to return.

If a student develops Covid-19 symptoms while at school, call the nurse. The student should take all personal belongings and go straight to the nurse's office or room 118--depending upon the directive of the nurse.

If a staff member develops COVID-19 like symptoms while at work, they should immediately notify the direct supervisor of their illness and arrange to immediately isolate and go home, exiting through the main entrance doors. The staff member does not need to go to the clinic with symptoms as isolate and remove are the safest mitigation to others.

Students/staff who are identified as being sick and needing transportation will be escorted from the nurse's office to Room 118, our designated sick room. When the student's/staff's ride arrives they will be escorted out the main entrance doors to the exterior of the building. Room 118 will be cleaned and sanitized after each use.

If students or staff have personal belongings that need to be retrieved from the classroom, designated staff members will use personal protective equipment to deliver items to the nurse's office or room 118 before the student/staff leaves.

Contact Tracing

North Middle teachers and bus drivers will keep seating charts for classrooms, the lunchroom, and buses to assist with contact tracing. Additionally, student movement throughout the building (other than during transition) will be logged.

If a student is reported to have Covid, the nurse will contact building administration. Administration will conduct contact tracing as follows:

- Access seating chart for each class, for lunch, and for the bus. Access hall pass logs.
- Determine students/staff who were in contact with the infected student:
 - Quarantine everyone who was within a 6-foot space for at least 15 minutes.
 - If specific contacts cannot be identified, quarantine everyone who was in the same room, bus or other areas.
- Communicate with stakeholders.

Use of Library

- The library will be closed.
- The North Middle School librarian will have pre-selected books selected by students and based on reading levels and take them to the classroom for distribution.
- When collecting books, there will be a three-day quarantine for books to not be used and/or checked out.
- Students borrowing books directly from one another will be prohibited.

Classroom Supplies

Students will not be allowed to have access to lockers so they should be mindful of the amount of supplies they are carrying with them. Students will be allowed to carry bags/backpacks/purses. Students will complete a majority of their assignments on the Chromebook.

Each student should bring their own refillable water bottle to school. There is a water bottle filler located on each grade level floor. Water fountains without a bottle filler will be shut off and unavailable.

Elective classes (Art, Family and Consumer Sciences [FACS], Music, Spanish, PE, Project Lead The Way [PLTW], and the gifted program [SAIL]) will minimize the use of shared materials. When shared materials/equipment are used, items will be sprayed down with Virex before and after handling. Elective teachers will 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 district provided sanitizing wipes. Students are not to share Chromebooks or chargers.

Hand Washing/Sanitizing

Touchless sanitizing stands will be provided, and sanitizing stations will also be placed 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.

Before and after eating, students will have access to sanitizer. 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 has been placed in all classrooms, bathrooms, and hallways to reinforce proper handwashing techniques. Handwashing techniques will be addressed in information sent to parents/guardians 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 every few hours 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 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 refillable water stations will be available.

Social/Emotional Needs

- There will be Positive Behavior Intervention and Support (PBIS) lessons that will address relevant topics impacting social emotional learning of students.
- Counselors and social workers will be conducting wellness checks for students who have chronic absenteeism or other aspects negatively impacting students.
- Per teacher academic referrals and documented classroom strategies/interventions, counselors will confer with stakeholders regarding student progress.
- When students exhibit a need for behavioral support, teachers will implement appropriate classroom management strategies and confer with parents/guardians/guardians as necessary.
- When students exhibit a need for social/emotional support, teachers will confer with the respective grade level counselor.

Electives

- When students move to and from elective classrooms, social distancing will be expected.
 - 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.
- Gyms will only be used for PE purposes for individual activities. Locker rooms will not be used. Teachers will follow social distancing procedures by marking student work areas as far away from one another as possible and provide each student with implements necessary so as not to share equipment. Equipment will be sanitized after each use by the teacher.
- 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. Each classroom will have cleaning supplies available for use by students and staff.

Dismissal

The North Middle School day will end at 3:00PM with a staggered dismissal schedule.

- Walkers will be dismissed at 2:55PM. Walkers will exit through the cafeteria.
- Car riders will be dismissed at 2:55PM. Car riders will exit through the cafeteria.
- Bus riders will be dismissed by bus number in the orders that busses arrive. Bus riders will exit through the front doors.
- For those students who are going to be delayed due to late arriving buses, students will be directed to the cafeteria (the designated waiting area).
- During dismissal, each teacher will be assigned to a specific duty area to ensure that:
 - Students are boarding buses in a timely and safe manner
 - Students are leaving the building through the correct doors if they are being picked up by private vehicle or walking home
- Faculty and staff will continue to supervise the bus area until dismissal is complete.
- Early dismissal procedures:
 - parents/guardians will call or ring the bell, but they will not enter the building unless they have an appointment.
 - Clerical staff will verify the driver's ID and the student will be sent out to the parent/guardians vehicle.

Discipline

- School administrators will follow normal disciplinary procedures as outlined by HSD Student Handbook and Behavior Guide.
- Disciplinary procedures will remain the same with providing students with due process and completing investigations.
- In an event if multiple students are in the office due to discipline issues or to complete an investigation, social distance and students wearing their face covering will be practiced. Staff who are conducting the investigation will have to practice social distance and wear their face covering.
- The administrative team will monitor how many students are placed in the redirection center to ensure social distancing.

Communication (Internal and External)

- Staff meetings and professional development may continue using the Zoom conferencing or Google Meet platforms, or Hybrid model. In-person meetings will be allowed when mitigation strategies can be implemented
- We will continue to send out weekly communication to our families through email or phone blast.
- Information about any school closures will be communicated by our district office.