



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

## SEMS Implementation and Operational Reopening Framework 2021-2022

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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 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 2020-2021 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 16 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. This document is subject to change as needed to ensure a positive school climate and the safety of staff and students. The topics are as follows:

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- Social Distancing (pages 3-4)
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# Arrival

Doors will be labeled for entrance/exit. Directional signs on walls and floors will inform students of one-way direction and to remind them to practice social distancing. We will make every attempt to social distance a minimum of 3 feet.

Buses and car riders will be allowed to arrive on campus at approximately 7:50 a.m. It will be communicated to Hazelwood Southeast Middle School (SEMS) 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 rear entrance (cafeteria entrance). An assistant principal or designee will dismiss students from the bus by rows. The security officer and another designee will be stationed outside at the rear (cafeteria) entrance as students are entering the building. The building principal and dean of students will be located at the main entrance to assist in the flow entering the front of the building.

Cars will unload one car at a time at the front entrance. The assistant principal, and a building aide will be located at the entrance to assist in the flow of students entering the building.

Masks will be given to any student that does not have one prior to entering the building. Hand sanitizer dispensers will be available at the front and rear entrance of the building for student use when entering the building.

Upon entering their grade level hallway, students may pick up a *grab and go* breakfast and report directly to their first period. Students will not be allowed to go to their lockers at this time so they may maintain 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.

## Late Arrival

It will be communicated to SEMS 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.

Staff will meet parents at cars to obtain a signature for students who arrive late. Staff escort students into the building.

Students arriving late will enter the building through the main entrance and will be directed to the main office. Social distancing guidelines will be on the floor to designate places in line.

### Parents/Visitors

We will limit parents/visitors contact in the building. Parents/Visitors must call to schedule an appointment. We will try as much as possible to take care of everything that parents/visitors need over the phone. If it becomes necessary for them to come into the building, we will schedule an appointment with the parent/visitor. Upon their arrival to school the parents/visitors will complete the Google self report form. Parents/visitors are asked to wear a face mask; if they do not have one we will provide one for them.

## Social Distancing

Southeast Middle School doors will have entrance and exit labels so students can easily identify which doors to use. Social distance markers will be placed on the floors. The administrative team will make every attempt to social distance teachers and students.

- Procedures for social distancing:
  - Southeast Middle School doors will have entrance and exit labels so students can easily identify which doors to use. Markers will be placed on the floor to remind students to practice social distancing. We will make every attempt to social distance teachers and students.
  - Hallways -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 follow the directional indicators 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 can only be accessed by permission given from the school nurse or building administrators.
  - Classrooms - Floors in all classrooms will be marked and desks will be placed apart. Teachers will be encouraged not to rearrange the furniture. The only furniture that allows for frequent surface cleaning will be allowed in classrooms. All additional furniture (couches, chairs, etc.) will need to be removed by the teacher before onsite learning. 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 minim 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 encouraged to wear gloves before using the equipment. Each classroom will have cleaning supplies available for use by students and staff.

- Gym - The gym will be used for physical education (PE). Locker rooms will not be used. Students will be encouraged to dress appropriately on their PE days. PE teachers will follow social distancing procedures as well as making every attempt to keep students while in the gym 3 feet apart by marking students' work areas to at least 3 feet apart on the floor. Equipment sharing will be minimal. Equipment will be sanitized after each use by the teacher.
- Practices that limit mixing of students:
  - 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.
- Having a practice that excludes non-essential visitors in the building:
  - Until the district deems safe, non-essential visitors will not be allowed into the building. Non-essential business will be handled without building entrance - dropping off items for students, etc. Visitors will be addressed through the outdoor intercom speaker system to determine if it is necessary for them to enter the building. When possible, visitors will address their needs through the intercom system to minimize entry to the building. If a parent is dropping off materials for their child, a secretary will come to retrieve the item and wipe it down.
  - We will limit parent/visitor contact in the building. Parents/visitors will be encouraged to schedule an appointment prior to arriving at the building. We will try to as much as possible to take care of everything that parents/visitors need over the phone. Upon their arrival to school, the parent will complete the **HSD Self Report form.** Parents/visitors are required to wear a face mask. If they do not have one, we will provide one for them.
  - Should a visitor need to enter 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. All appointments will be verified before allowing a parent/visitor into the building.

# Face Masks

Everyone in the building is required to wear a face mask that completely covers their mouth and nose, throughout their entire time in the building. Masks will be provided for anyone entering the building that does not have a mask. The bus driver will provide a mask to students at bus stops who are in need.

- 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.
- During the first day of school, all students will receive instruction on how to properly wear and remove face masks. Students will 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 **SEMS** stakeholders, masks will be required to be worn by all who enter the building.

# Restroom Use

Teachers will have assigned restroom times to escort their class. Teachers will create restroom schedules during grade level PLC meetings. Students will use the student restroom on their assigned grade level floor. Only two students will be allowed in the restroom at one time. Students who have to use the restroom on an emergency basis will be escorted by an adult escort.

Restrooms will be sanitized hourly by custodians. Custodial staff will provide a signature, date and time of restroom cleaning on a log sheet located on the restroom door.

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:
  - Two 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. 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 if necessary.

## Hallway Travel

Hallway travel will be kept to a minimum. Transition times will be according to our building schedule and will be supervised by a teacher. Social distancing guidelines will be followed.

## Breakfast/Lunch

Teachers will be responsible for ensuring the desks are sanitized after students eat in the classroom. Larger trash cans will be provided in the classrooms. After breakfast trash cans will be placed outside of the classroom for custodians to pick up trash and sanitize trash cans before placing them back into the classrooms.

Students will sanitize their hands in the classroom before and after eating.

### Breakfast

Students will pick up a grab and go breakfast at the entrance to their grade level hallway. School counselors, the school social worker, home school communicators, and teachers will supervise students in the hallway to make sure they are following social distancing procedures. Students will eat breakfast in grade level classrooms. Rooms with students who have food allergies will have signage on the door.

### Lunch

Using a building google spreadsheet, each teacher will provide a lunch count to the cafeteria by the end of the first period. Students who arrive after the first period will indicate their lunch menu selection in the main office upon their arrival. The front office personnel will enter the student's selection on the building google spreadsheet. Students will eat lunch in the cafeteria. Social distancing guidelines will be followed. Appropriate seating will be marked and students may choose to sit at any designated seat. A table will be designated for students with food allergies. The following staff will provide coverage on the grade level floor during lunch so teachers can have a duty free lunch:

**6th Grade Lunch**

Davis  
 Hartley  
 Lucido  
 M. Jones  
 Everette  
 Enoch  
 Anderson

**7th Grade Lunch**

Dr. Harris  
 T. Williams  
 Lilliard  
 Walker  
 Kruska  
 E. Jones  
 Howard

**8th Grade Lunch**

Mr. Williams  
 White  
 Dean West  
 Barnes  
 Watson

The school nurse will provide a list of students with allergies to administration. This information will be shared with the designated teachers. Signage will be placed on the cafeteria table designating a space for students having food allergies. Snacks or drinks w/ the exception of water bottles, will not be allowed in the classrooms due to food allergies.

## Emergency Drills

All drills will be conducted by grade level. Markings will be placed on the floor for students to use during earthquake drills and tornado drills so students will know exactly where they are to stand or sit.

Procedures for fire drills and other drills will be reviewed during Academic Excellence (AE) classes.

### Fire Drills

- Classroom destinations will be spread out and each classroom of students will be expected to be at least 3 feet apart. We will run the drills 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

- We will run these drills 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

- We will run these drills 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

- We will run the drills 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

Parents are responsible for taking their child's temperature daily before coming to school. If a student has a fever, they should remain at home. The parent is responsible for calling and notifying the school nurse of their child's illness. Students who arrive at school sick or that become sick during the school day should be escorted to the nurses' office and then escorted to the conference room located in the main office. An alternate space if needed, will be in the nurse's office. The nurse aide or a building aide will supervise the student and contact the parent for immediate pick up.

### **Student Exposure**

If a student suspects they have been exposed, the parent is to notify the school nurse and quarantine for 14 days. **Parents should not send students that have been exposed to school.**

If the student tests positive, the parent should notify the school nurse, isolate, and call their physician or clinic for further instruction. The SEMS nurse or designee will begin the contact tracing process and submit the reports as required each Wednesday. After the student completes isolation period a release letter will need to be given to the school nurse before the student can return to the building. **Do not send students that test positive to school.**

### **Students needing medical attention during the school day**

Procedures for attending to students needing medical attention throughout the day:

- Teachers should call the nurse/clinic aide before sending sick students down to the clinic. Upon arrival assessment will be done to determine further treatment.
- For minor needs, like band aids, chapped lips, etc a packet containing cups, cotton balls, band aids, gloves, and vaseline packets will be given to each classroom.
- For personal needs and things like suspected pink eye, nosebleeds, tooth loss, suspected sprains/fractures, etc. notify school nurse/clinic aid then send them to the clinic.
- Students with any breathing issues such as asthma may step out of the classroom to use their inhaler. If no inhaler, send the student to the clinic.
- For any injuries or needs you do not feel comfortable with you can notify the clinic for guidance. We will either advise students to be sent to the clinic or we will come to the classroom.
- Please feel free to notify the school nurse or clinic aide at any time. Nurse Neimark:37709. Ms. Alridge 37729
- Student Medications
  - No over the counter medications will be given to students or staff. Parents are encouraged to discuss with their physician regarding options for giving students daily medications at home, if not possible students will take medication in the clinic.
  - If students must take medications at school, students will be called down to the clinic by school nurse or clinic aide.

## Staff

All building staff are required to complete the HSD Covid-19 Self-Report form prior to entering the building. This includes a temperature check. If a staff member has a fever, they should not report to work and should follow the building guidelines for absences. If a staff identifies as “yes” on any of the symptoms on the COVID form and symptoms (eg. cough, sore throat) cannot be explained by a pre-existing condition or illness, they are not to come to the building and should contact the school nurse for guidance.

Staff who become sick while at work will contact their assigned school administrator. The administrator will find coverage for the class and send the staff member to the school nurse. The school nurse will assess the staff member to determine if they are capable of driving home or need to be picked up. If it is determined that the staff member will need to be picked up, the staff member will wait in the conference room.

If a staff member suspects they have been exposed they should notify the school nurse and building principal and quarantine for 14 days. **Do not come to the building if you suspect you have been exposed.**

If a staff tests positive they are to notify the school nurse and building principal, isolate, and call their physician or clinic for further instruction. After completing their isolation period, a release letter will need to be given to the school nurse before staff can return to the building. **Do not come to the building if you have tested positive.**

## Library

Southeast Middle School (SEMS) will not allow students to use the library. The librarian will visit the classroom to present information and bring a mobile library with her. When students are ready to return the books from the mobile library, the books will be placed on a cart and stored for 72 hours before wiping the books down and returning them to the shelf.

## Classroom Supplies

All students should bring and be responsible for their own school supplies. School supplies will not be shared between students. Teachers will have some supplies on hand should a student arrive without necessary supplies. Students are responsible for keeping their Chomebooks clean. The art teacher will order supplies for each student to have.

## Hand Washing/Sanitizing

Touchless sanitizing stands will be provided at the entrance to the school building, and sanitizing stations will also be placed in high traffic areas and hallways.

Hand washing and sanitizing expectations will be taught in PBIS lessons and reviewed during class as needed. Students will use touchless hand sanitizing stands as they enter the building when they enter and exit the building; enter and exit classrooms, and before and after eating. 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. Each classroom will also have cleaning supplies.

Signage will be placed in all classrooms, bathrooms, and hallways to reinforce proper handwashing techniques. Handwashing 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 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.

Multiple refillable water stations will be available to students. Students/staff will be asked to bring a clear water bottle/container for use.

## Social/Emotional Needs

Each grade level team will have a virtual town hall meeting the first week we return to welcome students into the building and introduce the grade level team and review building expectations.

School counselors will continue to use the Google Form that identifies students who need assistance or wish to speak with someone immediately. The Students who receive counseling from BJC and Lutheran Family Services, school counselors, and home school communicators will continue to receive services when we return to school. Students will need to be escorted to and from sessions by an adult. Students will not be allowed to walk the halls unsupervised.

School Counselors and Home School Communicators will continue to teach Missouri Guidance Lessons to address social and emotional concerns.

The home school communicators will inform parents at monthly parent informational meeting updates on social and emotional services available to families.

If a teacher thinks a student is struggling with learning due to the pandemic, the teacher will reach out to the student's grade level counselor. The counselor will schedule a meeting with the student's teachers, the school social worker and the home school communicator to identify strategies that can be used in the class. Counselors will have small groups for students to learn ways to deal with stress related to pandemic. Counselors will recommend strategies to assist parents with helping students to deal with stress related to the pandemic.

Teachers who have students that are exhibiting social emotional behavioral concerns should contact the school counselor for immediate assistance. The counselor will identify a group or individual plan for the student.

## Discipline

Disciplinary issues should be addressed as outlined by our PBIS office/classroom referral guidelines. Emergency disciplinary situations should be reported to the office immediately and an administrator or security will respond.

## Electives

Elective classes will be dismissed on a staggered schedule by grade level and content to make sure they are following the social distancing process. Hallways flow and social distancing markers will be placed throughout the building 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.

Elective teachers will sanitize all student desks and shared supplies after each class. Every attempt will be made to social distance a minimum of 3 apart.

Classrooms - Floors in all classrooms will be marked for social distancing. Every attempt will be made to social distance. Teachers will be encouraged 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.. 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.

## Art

- Students will use 1 of 3 sinks in the art room to wash their hands for 20 seconds.
- After washing their hands, students will grab their numbered bin from the bookcase with their materials for that day and report to their numbered assigned seat.
- Materials for each day will be disinfected and prepared into numbered bins and set on top of the long bookshelf under TV for students to pick up. – NO SHARING-
- Students will remain in their designated seat. Standing at their spot will be allowed for students who need movement.
- Scheduled movement breaks to do a gallery walk around the room will be conducted. This will give the students an opportunity to stretch. Efforts will be made to maintain a minimum of 3 feet social distancing.
- Student will keep all of their assigned materials with them, in the bin until dismissal.
- Teacher will decrease the amount of materials used during lessons to limit spread of germs. Materials that cannot be sanitized (clay, paint, ink, papers..etc.) will be used sparingly and special guided instructions will be designed for those materials.
- will return all materials into their bin and students will be dismissed by number in backwards order. Students will place their bin on the DIRTY BIN TABLE next to door, get sanitizer and exit.
- After students leave, Teacher will wipe down and sanitize tables and chairs. Teachers will have a second set of bins with materials for classes that are back to back.
- During break and after school the teacher will disinfect bins and materials for the next class or next day.

## FACS/Computers

- All floor and building procedures will be followed
- Tables will be sanitized after each class
- No cooking will be allowed- all equipment will be stored away and not used
- No machine sewing will occur because these would be shred and not able to be sanitized easily if hand sewing occurs students will get a small kit that will be single use and not shared
- Student will be asked to wash hand at sinks when they enter room
- Efforts will be made for students to maintain 3-6 feet separation. No shared supplies will be used in class
- Work will still be completed using chromebooks and Google Classroom as much as possible
- Students will be encouraged to stay in seats and not walk around classroom

## Band and Orchestra

- Entering class - Students will immediately enter class and go straight to a predetermined seat based off of their instrument.

- Seating - Efforts will be made for students to maintain 3-6 feet separation.. One row will be placed 9ft from the row in front of it for Trombone players
- Instruments - All students will be expected to take the instrument home everyday and bring it to school every day that they need it.
- Bell Covers - If the student plays Clarinet, Saxophone, Trumpet, Trombone, or Baritone they will be provided a bell cover that they will leave on their instruments per suggestions of the above study.
- Special Masks - If the student plays Clarinet, Saxophone, Trumpet, Trombone, or Baritone they will be responsible for a special mask with a slit in it that they can slip their mouth piece in. If the student plays flute they will have to be able to slip their headjoint into their mask. Students will switch their masks at the same time when instructed to do so. Once every student has made it to their seat they will be instructed to switch their masks at the same time. For the students with special masks they will also switch back to their standard mask at the same time near the end of class.
- Music Stands - 1 music stand will be placed at every seat and will stay with that seat.
- Brass players spit - part of playing a brass instrument is the accumulation of condensation and spit in their instrument. Each brass player will have a small bucket at their seat. When they enter class they will grab a disposable bag and place it in the bucket. When they need to empty their spit valve they will do so in this bucket. At the end of class brass students will be expected to dispose of their bag on the way out the door and sanitize their hands.
- End of class sanitation - Students will be distributed the supplies needed to sanitize the music stand at their seat. And then push it out in front of them so they do not have to touch it to leave. The teacher will sanitize the chairs as the students leave.
- Dismissal from class - students will be released by row to avoid crowding. Only once the previous row has left will the next row be allowed to move. All students will be required to use hand sanitizer on their way out the door. Students will only be allowed to exit through the Music Hallway door.
- In Class Instrument Repairs - If a student's instrument needs work during class that student will be instructed to walk the instrument to the front of the class and place it on a table near the door. The teacher will then wipe the instrument with a disinfectant cloth and attempt a quick repair. If the repair can be done at the moment it will be done and returned to the student. Before the student comes back to get it the instrument will be wiped down again and left on the table. Students can pick it up once the teacher has moved out of the way.

## **Chorus & Exploring Music**

Upon entering class students should sanitize their hands and report to their assigned seat

- Efforts will be made for students to maintain 3-6 feet separation.
- Markers will be placed on the floor for placement of chairs to facilitate social distancing
- 1 music stand will be placed at every seat and will stay with that seat.
- Students will wear face masks covering their mouth and nose at all times in class.
- Vocal selections will be rehearsed using a /hum/ with mas
- All other voice techniques will be rehearsed less than 30 minutes with masks on

### **Classroom materials**

- All materials will be accessed electronically on individual students' Chromebooks
- Continue using online materials suggested in HSD Virtual Content Guides
- Students only use their own Chromebook

### **End of class sanitation**

1. Students put Chromebooks away
2. Each student pushes back from their desk/music stand
3. Teacher sprays desks/music stands with disinfectant
4. Each student wipes off their desk/music stand
5. Teacher sanitizes the chairs as the students leave

### **Dismissal from class**

- Music classes each period dismissed on a staggered schedule to maintain social distancing
- Students will be released by row to avoid crowding. Only once the previous row has left will the next row be allowed to move.
- Students will only be allowed to exit the Music Hallway door labeled 'exit.'

## **Physical Education (PE)**

- Two classes will be assigned to the gym with the curtain separating the two classes.
- Each class will enter through one set of the double doors. Doors will be labeled for each class.
- The other PE class will have use of the cafeteria and/or outside space for class.
- Upon arrival, the students will sit in squad spots. Efforts will be made for students to maintain 3-6 feet separation.
- Students will not change clothes for PE and the locker rooms will only be accessed for restroom use.
- Students will wear masks during PE class and social distance when it is possible.

- PE classes will stagger use of the track so only one class is on the track at a time. While on the track, students will be assigned a lane of the track and efforts will be made for students to maintain 3-6 feet separation.
- During the PE activities, the students will be placed in small groups for the activities.
- Equipment used during each class, will be collected and sanitized at the end of the block.

## Dismissal

Administrators assigned to the designated floors will walk from door to door down the hallway to dismiss students beginning at the farthest end of the hall. Students may only walk to the exit door. Students may not go to their lockers or restrooms during exit time. Each floor will be dismissed at staggered times so grades and floors will not mix and students can practice social distancing. As classes are dismissed, teachers will monitor students in the hallways, stairway, and outside until the building and school grounds are clear.

Students will be asked to immediately exit the building, and no students will be allowed to gather and wait.

Bus riders will walk directly out of the building making sure to use the floor markers to stay 6 feet apart. Students will board the bus one at a time and take their assigned seat.

Bus riders will walk directly out of the building making sure to use the floor markers to stay 6 feet apart. Students will board the bus one at a time and take their assigned seat.

Car riders and walkers will exit through the front of the building making sure they are using the floor markers to stay 6 feet apart. Each student will exit the building one at a time and enter their car to leave for the day.

Early Dismissals - parents will call the school when they pull up for an early dismissal. A staff member will escort the student to the car, check the parent's personal identification and allow the parent to sign the child out for an early dismissal.

## Communications

Internal communications will be shared via email when possible. Minimal use of the phone and intercom during class time is recommended to minimize disruptions to instruction.

External communications to parents and students will be shared via email and phone blast.

# Meetings

All SEMS faculty meetings and professional development meetings will be held virtually. It is recommended the Professional Learning Community (PLC) meetings continue to be held virtually.

**This document is subject to change as needed to ensure a positive school climate and the safety of staff and students.**