

## SAFETY PRECAUTIONS

### District Crisis Management Team

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### CLASSROOM PRECAUTIONS

- All teachers will be given 4 different types of masks (disposable, generic cloth, school specific cloth, clear shield mask), disposable gloves, hand sanitizer, disinfectant, paper towels, and sanitizing wipes.
- Classrooms cleaned/disinfected thoroughly at the end of each day
- All unnecessary furniture removed and desks spread apart as room permits
- Bottled water will be provided for students who forget their own personal water bottle.
- Employees are required to wear masks while in a school building and around other employees unless there are documented health conditions that prevent wearing a mask. They are **strongly encouraged** to wear a mask or mask-shield while instructing students inside the classroom

### SCHOOL PRECAUTIONS

- Plexiglass will be installed at front office reception areas and lunchroom cashier's table.
- Lunch will not be self-served by students at any school. Cafeteria staff will serve food items.
- Breakfast will be "grab n go" at elementary and high school. When students get off the bus, arrive by car, or dropped off by a parent there will be carts with "grab n go" breakfast items at no charge.
- Students should practice safe hygiene by washing hands often and whenever reentering classrooms. Employees will emphasize this.
- Students will have hand sanitizer available to them in all classrooms.
- Each school will have a CRISIS RESPONSE TEAM: Principal and/or AP, health aid, guidance, foreman, and at least one teacher. The principal will be the liaison to the District and will notify the Human Resource Department of any concerns, questions, illnesses related to COVID.
- Schools will post signage about safe hygiene and social distancing
- Water fountains throughout the school will not be used. Students are encouraged to bring their own water bottles and will be allowed to use them in classrooms.
- Employees will be trained on procedures and expectations.
- All classrooms will have seating charts
- Guests and volunteers are prohibited from being inside a school building or campus unless approved by a principal and considered vital to the education of a student.
- The use of COVID FMLA and COVID sick leave will be posted in obvious locations throughout the school and reviewed with employees at the beginning of the year.
- Social distancing by school personnel should be taught to students and seen practiced by all school personnel.
- Faculty meetings will take place in large areas of schools to allow for social distancing. Alternative ways to hold meetings and relay information to employees include but are not limited to: TEAM virtual meetings, departmentalized/grade level meetings, email.
- Hallways and high traffic areas will be disinfected throughout the day as much as possible.
- Students who have a temperature at 100 or higher after coming to school will be isolated until he/she is checked out. The student will not be able to return to school until he/she has gone 24 hours without a fever and without medication.
- Students who exhibit other signs of COVID-19 will be sent to the clinic. The health aid with support of the Health Department and administrators will determine if the student should be sent home and isolated until the student is checked out of school. If the student returns to school and continues to exhibit signs of COVID-19, he or she may be required to have a doctor's note to return to school.

- All employees' temperatures will be checked daily before entering the building. Any employee with a temperature of 100 or higher will be sent home and asked to remain home until fever free for 24 hours without medication or approval to return to work from a medical professional.
- Administrators or other non-classroom employees will perform temperature checks on students exhibiting signs of COVID or feeling ill. Once sent to the clinic, the health aide and administrator will determine if it is mandatory for the child to be sent home. Regardless of the decision, a parent will be notified.
- One entrance will be used for employees at the elementary and middle school and multiple entrances at the high school. There will be temperature checks at all entrances.
- Specific procedures for student arrival and dismissal at each individual school will be developed and reviewed with employees by their administrators.
- Students are not required to wear masks but are strongly encouraged to do so when social distancing is not possible and in higher populated areas.
- Parents who drive their children to school are asked to remain in their car until the school's drop off location is reached. Parents should not park to walk their children to the school's entrance.

### **BUS TRANSPORTATION AND STUDENT DROP-OFF PRECAUTIONS**

- Bus drivers are required to wear a mask
- Students riding a bus are required to wear a mask before boarding unless there are documented health conditions that prevent wearing a mask.
- Students riding a bus will have their temperature checked during boarding procedures. For elementary students who have a temperature reading 100 or above and who have a parent at the bus stop will be released to that parent. If a parent is not available, the student will be seated on one of the reserved seats in the front of the bus. Each bus will have four seats reserved at all times unless occupied by an ill student. Secondary students with a temperature will not be allowed to ride the bus and parents will be notified.
- Students who are dropped off or drive to school will have their temperature checked before entering the building. Any child with a temperature at 100 or higher will be sent home with their parent. The student will not be able to return to school until he/she has gone 24 hours without a fever and without medication.

### **SPECIFIC TO ELEMENTARY**

- Elementary students' learning environment will be in one classroom with very limited transitioning
- Breakfast and lunch eaten in the classroom. The students will not self-serve food items.
- Special area (art, music, media) will come to the classroom except for physical education (P.E.) One class will be assigned to one adult at P.E. and classes will be separated while at P.E.
- One class at a time at recess or in one general area. Classes will not combine or interact.
- Parents will not be allowed to walk their children to class as has typically been allowed on the first day of school.
- Kindergarten parents who plan to bring their child to school on the first day, are asked to begin bringing them at 9:30 so that they can be escorted to class by a school employee.

### **SPECIFIC TO SECONDARY**

- Students will transition between classes with social distancing encouraged and monitored
- Breakfast will be eaten in the classroom or as they get to school (outside and in hallways)
- Lunch will be eaten in the cafeteria; an additional lunch period has been added to reduce the number of students in cafeteria. The students will not self-serve food items.
- Lockers will not be assigned or used
- A block schedule will be used to limit the transitions between classes
- Staggered dismissal will be incorporated

### **AFTER SCHOOL PROGRAMS**

- Students are required to have their temperature checked upon entering the location of their after-school program: athletics, clubs, and other similar activities

- Before and After School Child Care through the Senior Citizens at elementary schools will require students to have their temperature checks before entering their location. The same or similar safety precautions should be followed as during the school day. It is the responsibility of the Senior Citizens to enforce all safety precautions.

### **GENERAL INFORMATION**

- Where can students, parents and employees get a COVID test? At their own physician's office or the Wakulla County Health Department (WCHD). Presently, the Health Department has free COVID tests Tuesdays and Thursdays from 9:00-10:00.
- The results of a COVID test takes approximately 5 to 10 days.
- Will Wakulla County get a rapid test location? The WCHD does not think so. There is one location in Tallahassee that offers the test at approximately \$186.00 per test.
- If a student or employee tests positive what are the procedures? The district will notify the WCHD and receive directions on how to proceed. The WCHD will do contact tracing and notify any person who the WCHD believes to be at risk of being infected. Each situation may have different procedures. The WCHD has employees trained on how to specifically handle contact tracing. The District will rely on the expertise of the Health Department and their trained medical staff. Please see attached information on contact tracing.
- If a teacher has a student whom he thinks is showing signs of COVID, what are the procedures? As with any child appearing to be ill, that child should be sent to the clinic.
- Employees feeling ill/having COVID like symptoms are asked to remain home and seek medical attention or advise.

**THESE PROTOCOLS AND PROCEDURES WILL BE RE-EVALUATED EVERY 4 WEEKS**