SJUS Re-Opening School Protocols and Procedures

All students will be required to wear a clean mask. Masks are required in hallways, restrooms, cafeteria, and any time students are not behind their portable desk shields.

No parents will be allowed into the building at this time, unless picking up an ill child or have an appointment with administration or a teacher.

I. Entering the Building

1. Teacher/Staff Entry:
   - Teachers arrive at 7:15 and report directly to the main office for temperature check and questionnaire
   - Teachers should be ready to accept students at 7:30 am.

2. Student Drop Off:
   - Student drop off from 7:00 to 8:00 am
   - Parents are to enter the back parking lot traffic circle through the UB entrance off Sutton Lane or Winspear Ave. Please do not exceed the speed limit in UB or the Church parking lot – 15 mph.
   - All students will remain in their car and wait to have a temperature check before entering the school.
   - Parents will not be allowed to enter the school building.
   - Once checked, students will proceed to the main school doors and go directly to their locker/homeroom.
   - No students will be allowed to use the back side door (near parking lot).
   - Students that do not pass the temperature or questionnaire check will not be allowed to enter the school.

3. Bus Drop Off:
   - Bus students will have their temperature checked at the front Main Street doors.
   - Sidewalk will be marked to show 6 feet spacing.
   - If inclement weather, check will take place in the front foyer.
   - Students that do not pass the temperature and questionnaire check will be sent directly to the nurse and the isolation room.
   - The student’s family will be called for immediate pick up.
   - The counselor’s office will be used as a contamination room for students awaiting pick up.
   - The rules for student re-entry to school are described in the following containment segment.
II. **Containment**

- If diagnosed with COVID-19 (positive test results), student is to stay home 10 days symptom free after no fever and feeling better.
- If diagnosed with no COVID-19 (negative test results), student is to stay home for 24 hours after fever and feeling better.
- If no test, student is to stay home 10 days symptom free - no fever and feeling better.
- The school will not provide COVID testing. Parents are encouraged to call the DOH or their Primary Physician for testing options. Test result times may vary during which time student must remain at home.
- If in close contact with a confirmed person, student is to stay home for 24 hours to monitor condition.
- All areas used by a suspected or confirmed person will be closed, cleaned and disinfected and ventilated (open windows). After 24 hours, area may be used.
- The health department, all employees and families will be notified of confirmed cases.

III. **Instructional Program**

1. **Classrooms**

   - Face masks, 6 feet social distancing or desk shields will be enforced at all times during instruction.
   - All students will be given a protective desk shield to use throughout the day. It is portable so students can remove their masks if sitting behind it. The shield will allow for small group instruction.
   - All efforts will be made to reduce student movement and contact.
   - Students will stay with the same teacher with the possible exception of special teachers and academic teachers within the Middle School.
   - Face masks will be required at all times when in general/common areas
   - Hallway movement will be scheduled and restricted to ensure proper social distancing
   - Lockers and cubbies will be staggered to ensure proper social distancing.
   - Windows and doors will be open whenever possible to increase ventilation.
   - Limited use of shared classroom materials – will be cleaned and sanitized between class use.
   - Individual student belongings will be kept separate.
   - Visual aids and signage will be used to illustrate proper social distancing and traffic flow.
   - All classrooms will be given cleaning and sanitizing materials so surface areas can be cleaned and sanitized as needed throughout the day.
   - All classrooms will be deep cleaned and sanitized at the end of the day.
• All desks should contain only the most necessary materials and cleaning and straightening of materials should be done daily to eliminate unnecessary clutter.
• Students should have just the most necessary supplies in their individual supply boxes/cases. Backpacks need to be checked by parents daily to prevent clutter and contamination.
• If anyone feels that a student is not well during the day, send them to the Nurse’s Office immediately, and proper protocol will be followed.

2. Homeroom
• Students may go to the lockers if no one is within 6 feet. Where possible, lockers should be assigned with an empty locker between students. If social distancing can be maintained, students may be in the hallway at their locker upon arrival. All other students will need to go to their seat in homeroom and wait until the teacher indicates they can go to the lockers
• **Student cell phones will be handed into homeroom teachers upon entering the classroom.** The Health Coordinator will bring all phones to the school office and will return them to classrooms at the end of the day for teachers to pass out to students at dismissal.
• **Upon entering the classroom, all students must go directly to their assigned desks** and begin on morning work. There can be no congregating at desks.
• After getting settled in in homeroom, those students who wish to eat breakfast, may go to the cafeteria to eat. Breakfast is served from 7:30 to 8:00 a.m. Monday-Friday.

3. Special Classes
• When possible, Phys. Ed will go outside or to Gloria J. Parks.
• The sharing of equipment will be minimized and cleaned and sanitized between use.
• Mandatory 12 feet social distancing when singing, playing wind instrument or performing aerobic exercise
• When possible, students will use their own art supplies. When sharing is necessary, all equipment will be cleaned and sanitized between use.

4. Hallways/Stairs
• All hallways and stairs will be marked to indicate 6 feet social distancing.
• Directional arrows will mark traffic patterns in the hallways.
• When students leave the classroom they must follow the hallway directional markings. Teachers will dismiss a few students at a time to maximize safety. Students will need to be directed as to where to go and stop.
• Middle school classes should be dismissed on a staggered schedule agreed upon by teachers and follow all hallway rules.
• All hallway drinking fountains will be turned off.

5. Uniforms
• **Students clothing and masks must be washed daily.** The Physical Education uniform may be worn any day. All students may wear a white polo shirt with navy blue shorts or slacks. The uniform jumper may be worn if also washed daily.
• Teachers may wear comfortable clothing that is easily washed.

6. **Playground**

- The playground may be used by staggering the use by class, allowing for only 1 class at a time on the playground
- Students must wash hands before and after use of the playground
- Students must maintain a social distance of 6 feet when on the playground.

IV. **Before and After School Program**

- Before school all students will be dropped off in the back parking lot between 7:00 and 8:00 am.
- Students dropped off between 7:00 and 7:30 am will have temperature checks in the parking lot and then proceed directly to the cafeteria. Those who wish, may eat breakfast at that time.
- After 7:30 am, temperature and questionnaire checks in the parking lot, students go directly to lockers/homeroom and then to the cafeteria for breakfast if desired.
- Social distancing will be maintained during these times.
- **The Extension (Afterschool Program) will run from 2:30 to 5:00 pm Monday-Friday** and will follow the same procedures and protocols as during the school day.

V. **Cafeteria**

- Families are encouraged to pay for lunches monthly, through mail or send in with your child, to reduce the exchange of money.
- Two classes from each grade level will be accommodated in the cafeteria during a lunch period. The third class will go first too get their lunch and have lunch in their classrooms. An aide will be assigned to cover the class that is eating in the classroom. Classes will rotate so all three grades at each grade level will have a chance to eat in the cafeteria.
- A staggered entrance and exit of the cafeteria will be in place and planned by teachers.
- Upon entering the cafeteria, all students will go directly to their assigned seat and wait to be called to get their lunch.
- Students will have assigned seating with 2 students at a table.
- Students will line up for meals by class, maintaining a 6 feet social distance when in line.
- Students may take their protective shield with them to lunch so that they can remove their mask.
- **NO SHARING OF FOOD OR DRINKS.**
• Garbage cans will come around to the tables to collect refuse, students will not be allowed to leave their seats to throw out their garbage.
• If snacks are available, a snack cart will rotate to the tables for students to purchase a snack.
• Masks must be worn whenever a student is not seated behind the shield.
• The bathrooms in the cafeteria can be used by one student at a time.
• No cafeteria games will be available for students. Students may bring a book or drawing material for individual use.
• Teachers will call one table at a time and have students line up on floor markings to proceed out of the cafeteria.

VI. Lavatories
• Special markings will be placed outside each lavatory indicating where students need to wait. Four students may use the lavatory at a time. If no student is waiting on the marked spaces, students may enter.
• Students need to wear masks.
• No passes are to be used. Teachers will need to know who is out of the room and only ONE student may leave the room at a time.
• Lavatories will be cleaned during the day and a sign indicating cleaning will be posted for students when cleaning is in progress.

VII. Office
• Office traffic will be limited to only necessary persons.
• No student is allowed into the office. All communication will be at the office window.
• For all emergencies and concerns from the classrooms, contact the office immediately.
• Parents will need to make an appointment to see Mr. Matte, Mrs. Wojick or your child’s teacher, if the situation cannot be done with a phone call.
• Payments of any kind can be mailed to school, sent in with students or paid via credit card.

VIII. Cleaning/Disinfecting – On-going Building Care
• Nightly deep cleaning will take place with check list and log
• During school inspections and touch ups will take place with check list and log
• Adequate amounts of cleaning, disinfecting and PPE will be provided in all instructional areas
• All faculty and staff will participate in wiping down and disinfecting all high touch areas
• Special and common areas will be cleaned and disinfected between each use
• Drinking fountains will be closed. Students and staff are encouraged to provide their own water. Additional water bottles will be available in the office.
VIII. Attendance and Tracking
Accurate attendance will be kept on all students and staff
- Student and teacher schedules will be kept up to date
- Log will be kept on all outside personnel (Physical Therapists, Occupational Therapists, Speech teachers).
- Parents will be required to make an appointment to visit school, preferably after school hours.
- Parents will be expected to monitor their child’s health using temperature check prior to sending child to school.
- Parents will be expected to report all absences and reason for absences to the school office.

X. Dismissal
- The same procedure will be followed at the end of the day. Students may only be in the hallways as long as they are socially distant and wear a mask.
- Dismissal will be staggered with busses called first. Students will need to follow all hallway directions.
- **Students should remain in their rooms until their bus or dismissal group has been called.**
- Parents will wait in their cars in the back parking lot for students to be released. **Parents will not be allowed to come into the building to pick up children.**