

HCA COVID Guidelines

First Draft: 5-27-20

First Updated Draft: 7-9-20

Note: These guidelines will be examined and updated weekly as the administration and the COVID team plan to meet weekly to discuss.

School will resume in August at its original start date.

Early care and aftercare- HCA will still continue to have both. Quest zone in the afternoon and Ms. Christine in the morning. Administration will meet with Quest zone soon to gather all details.

Temp check- HCA asks parents to take the temperature of their child at home before they come to school. All teachers will have an infrared thermometer to take all temperatures of all students upon entering the classroom in the morning.

Student entrance- Students may not exit their vehicles to enter the schools until an adult is on-site unless they are part of early morning care.

4K students can be dropped off at the atrium for only the first 4 weeks of school, 5k students will be allowed to first 2 weeks at the atrium, no one else should be entering the atrium in the mornings.

Student arrival time is 7:30, everyone goes straight to the classroom, teachers will take temp in the classroom when students arrive.

--100.4 temps, or 100 temps with symptoms (Nurses discretion), have a separate sick room in the regular nurse's area. Sick room created, staff with walkies to walk kids to the room.

--Parents show ID, get paper signed out by Mrs. Leia in the front office, same procedure as used in the past for 24 hours fever free without fever reducing medicine.

High schoolers dropped off with younger students will stay with Ms. Christine covering 7:30 - 8:00 am for morning care. High schoolers will be in classroom at 8 am with same procedures as lower grades.

Masks- Masks and/or face shields will need to be worn by students and staff as much as possible. While they are not mandated, masks will be highly recommended throughout the day,

especially when traveling throughout the school (when students are entering the building, switching between classes, to specials, to the commons, or when social distancing isn't able to be done). Hand sanitizing/or hand washing before and after each class will also be enforced.

Bathroom- 4K and 5K only use bathroom in their rooms unless there is an emergency. Grade levels will have set times to take their students to bathroom as a class. Students will not be using water fountains at all! Everyone should have their own water bottles or bottles of water, labeled. Administration will create bathroom schedule before Aug. 10th.

Specials traveling to and from in the building - Teachers will need to make sure to stick to times and use alternate routes if feasible.

Lunches- Some days in the classroom, some days out in the commons based on a schedule set by committee to ensure social distancing. Food will be delivered to classrooms for students that ordered lunch for that day. HCA is adjusting lunch schedule and recess to encourage social distancing and cleaning thoroughly between each group. There are only 2 classes in the commons at any one time.

Carline- Students will be dismissed in classrooms, carline procedures will be adjusted due to social guidelines. Different car procedures have been created and will be shared with staff before school begins. Basically, we are using an FM system to dismiss from each classroom so that all students are safe and not sharing space in the commons area with all the other students.

Recess- There will be a team to sanitize at the end of each recess, recess extended to more areas such as the field on the other side of the carline to encourage social distancing. Students will be given time to wash hands before and after recess. A recess schedule has also been developed.

Athletics- Volleyball will be starting in August, change out ball when new player added, guidelines will be given out when it gets started based on CDC recommendations.

Cleaning schedule- Deep clean of the building 2-3 times a day this includes but not limited to doorknobs, bathrooms, commons area. Teachers will be deep cleaning classrooms every morning, and at least one other time during the school day including changes of classes, and if anyone gets sick. Teachers may have 2-3 students as their "clean" team to help with these efforts.

Handwashing stations will be throughout the building in addition to the restrooms.

Office- The number of people in the office at one time will be limited and others will be asked to wait in the atrium. Sneeze guards are going up in both offices, in the café and in the nurse's office.

If a teacher, staff member or students gets diagnosed with COVID, HCA will make all appropriate CDC isolation requirements/procedures to ensure safety for the others. Online learning for the days in isolation will be provided.

Hallway Traffic- Stay on the right-hand side unless moving around another class to social distance.

ITEMS TO COME BACK TO:

Norm setting/why to protect yourself - Back to school PD for teachers and norm setting as students return to school.

Notes from the Carline Subcommittee

Morning Carline

Teachers are on duty at 7:30 K-8, High school at 8 to watch their students in their classrooms when they arrive. (Based on homeroom classes)

At least 1 floater (TAs) per hallway to help regulate the bathrooms and hallways

Specials teachers, TAs, and Admin are outside car line duty

Teachers have a point of contact for if they are running late and need a floater to watch their students

Early Care do temperature checks upon arrival

Afternoon Carline

Students leave from their classroom

Numbers Process

o Option 1:

The first round of car numbers are shared with the person updating the live document

Upon dismissal time, the first round of numbers is on the SMART boards in teacher's classrooms (this is to help the lag time caused by the numbers being called). The students whose numbers are displayed leave their classrooms and walk directly to their cars

While the first round of students are leaving, the person calling numbers is moving on to the next round and sharing the numbers with the person updating the live document. Once the first round of cars have moved and left, the next round of numbers goes live. This is to help with lag time between rounds of cars and expedite the process.

o Option 2:

The number caller in carline is stating numbers over the FM transmitter into classrooms

Classroom teachers (student duty?) are writing the numbers on the SMARTboard as a visual reminder to the students

Students leave the classroom and head directly out the door after their number has been called

Afternoon Duty – teachers are in their classrooms monitoring students, some teachers may have to monitor two classrooms because a teacher is outside – those two teachers will need to set norms together

High School students come into the main building (four classrooms) to be dismissed from

Late Procedures

Elementary/Middle school students who have not been picked up after carline has ended will wait at designated tables in the commons

Parents who are picking up students after school activities CANNOT park in the carline since it will be used for high school carline. Parent procedures will be communicated at a later date before Aug. 10th.

