



# Concord Intermediate School

## 2020-2021

### Operating and Safety Protocols



This school year we may be utilizing a variety of different learning formats including a fully “in person” traditional format, a hybrid format, a fully virtual format, and other combinations of these concepts. When students are physically attending the school, there will be some new procedures and protocols in place. These changes in procedure are designed to make our school environment as safe as possible for students and staff. This document outlines some of the protocols that we will be implementing this year, but these may be modified at any time. Students will be expected to follow the protocols once they are taught and practiced.

#### **Every morning *before* the student leaves for school...**

- Check to make sure the student is fever free and healthy enough to attend. Please see the [Indiana State Department of Health](#) guidelines for guidance. If the student is not well, please call the school and report the absence. The student should not attend if they have a fever or are ill. Teachers should share this information with students so they may self-check at home.

#### **Face Masks:**

- Face masks are expected as we look to reduce the transmission of COVID-19 and support the health of our students and staff.
- Face masks are required for students and staff at all times other than eating and drinking
- Face masks should cover a person’s nose and mouth.
- Please follow these directions from the Indiana Department of Education ([English](#), [Spanish](#)) as a guide for use and cleaning of masks.
- Face masks are required in the hallway and all general school locations, including the bus.
- Face masks may be removed during the following times:
  - When eating or drinking
  - When outside and able to socially distance from others
- [Governor’s Order through August 26.](#)
- Concord will provide all students and staff two masks.
- Should students refuse to wear a mask, the noncompliance will be reported to administration

#### **Clinic:**

- Students who present COVID-19 symptoms while at school will be sent to the clinic to be examined by the nurse.
- If a nurse deems it appropriate, the student may be separated from the student body until parents can pick them up from school. Students will be placed in a quarantine room next to the clinic.
- Parents should have a plan to pick up their child from school in the case their child is showing symptoms while at school.

#### **Transportation:**

- Students will be expected to wear a mask while on the bus
- Students will have assigned seats on the bus to aid in contact tracing
- When possible, students will sit with other family members and spaced as possible throughout the bus.
- Students entering the bus first, will go to the back of the bus and students will continue to fill from the back.

#### **Arrival:**

##### **Bus Riders:**

- Buses will arrive in a staggered format.

- Staff will be outside to greet students at 8:30.
- Bus monitor will release students one bus at a time.
- Students will be wearing their masks on the bus and as they get off the bus and enter the building.
- Students will exit the bus single file and are expected to stay 6 feet apart in a single line as they enter the building.
- 5th grade will enter the building through Door 3.
- 6th grade will enter the building through Door 1.
- Doors will be propped open to alleviate the need to touch door handles. Doors will be closed and locked at 8:50. Any student arriving late will need to enter at door 1.
- Band/Orchestra students will also enter Doors 1 & 3 and instruments will be stored in lockers or classrooms.

### **Parent Drop Off:**

- Students will need to remain in the car until 8:30 am.
- Staff will be outside to greet students at 8:30.
- Students will exit the vehicle and walk down the sidewalk to their designated door.
- 5th grade will enter the building through Door 3.
- 6th grade will enter the building through Door 1.
- Students will need to put on their masks before exiting the vehicle.
- Doors will be propped open to alleviate the need to touch door handles. Doors will be closed and locked at 8:50. Any student arriving late will need to enter at door 1.

### **Breakfast:**

- Students who opt to eat breakfast at school will pick up their “grab and go” breakfast when they walk in and will take it with them to their homeroom class.
- Students will use hand sanitizer prior to entering the kitchen area.
- Students will wear masks and remain distant while in line and in the kitchen area.
- Students may remove their masks to eat only once they’ve arrived at their assigned desk in their homeroom class.
- Students will be responsible to clean up after themselves.

### **Lockers:**

- Students will be assigned lockers alternating A and B Group students to provide additional spacing.
- Lockers are for backpacks, coats, and lunch only. Students should have all supplies needed for class with them.
- Students may not congregate at lockers and teachers MUST monitor the locker area during arrival/dismissal to ensure students are remaining distant.

### **Classrooms:**

- Students will enter the classroom and go directly to their assigned seat.
- All classes will have assigned seats that are six feet apart and facing the same direction.
- Students will have assigned seating in each room.
- Students will only be out of their seats with permission and teachers will limit the number of students out of their seat.
- One snack is permitted in classrooms during a specified time (less than 10 minutes) when all students are seated.
- Teachers are encouraged to have classes outside when appropriate and weather permits.
- Students may not share personal items (i.e. Chromebooks, school supplies, etc.)
- Any shared classroom items or manipulatives MUST be assigned to specific students and cleaned at the end of EACH day or isolated for 48 hours between uses.
- Extra furniture will be removed from classrooms to allow for optimum social distancing.
- Students will not change rooms throughout the day. Teachers will change rooms.
- Music, Art, and Science will take place in a student’s homeroom class.
- PE will occur outside whenever the weather permits or in the gym.
- Library will occur remotely and check out will be online. Books will be delivered to the student in their room.

## **Restrooms & Handwashing:**

- Students will wash hands with soap for 20 seconds after breakfast, before lunch, and at any restroom break.
- Scheduled restroom breaks will occur for each classroom with the expectation to wash hands with soap for 20 seconds.
- Restrooms will be disinfected periodically throughout the day.
- Three students are permitted in the restroom at a time.
- Utilize sink in classrooms whenever possible.
- Half of urinals are covered to allow for social distancing in the restroom
- Half of sinks are covered to allow for social distancing when washing hands.

## **Hand Sanitizer:**

- Every classroom will start with a gallon size bottle of hand sanitizer.
- Student supply list included hand sanitizer.
- Students will use hand sanitizer prior to entering the kitchen area.
- Students may bring their own hand sanitizer.

## **Cleaning:**

- It is all of our responsibility to clean our building and spaces.
- Classrooms will be supplied with bottles to fill with soap and water. Rags will also be supplied.
- Teachers will teach students how to clean desks, tables, & door handles.
- All rooms and common spaces will be disinfected each night.
- Furniture in common spaces (grand hall, athletic commons, etc..) has been removed.
- Restrooms and door handles will be disinfected multiple times throughout the day.
- Office door handles will be disinfected multiple times throughout the day.

## **Lost & Found:**

- Lost & Found items should be sent to the office. We will isolate items for 48 hours.
- Students with lost items may come to the office (with a pass) to ask about their item.

## **Hallways & Stairways:**

- Students will wear a mask at all times in the hallway.
- Students will walk on the right side of the hallway directly to their next location.
- Students will need to comply with hallway procedures in order to minimize close contact. (i.e. in line, arm distance apart)
- Students will walk on the right side of the stairway in line. One classroom one the stairs at a time.

## **Student Lunch:**

- We will continue to utilize four separate lunch periods.
- Paras will report to classrooms.
- Paras will escort students to the Athletic Commons and monitor students until they enter the kitchen area.
- Students will wait on marked spots in the Commons until they enter the kitchen.
- Students will use hand sanitizer prior to entering the kitchen area.
- Students will wear masks and remain distant while in line and in the kitchen area.
- Students will be assigned to a desk/table in the cafeteria.
- All desks will be placed at least six feet apart.
- Students may not remove their masks to eat until they are seated in their assigned seat.
- Students are expected to stay in their seat until dismissed.
- Desktops will be cleaned between lunch periods.
- There will not be a sharing table.
- Food may not be removed from the designated eating area.

- Students will put their masks back on when they are finished eating.

### **Recess:**

- We will continue to utilize four separate recess periods.
- One teacher from each teacher pair will be responsible for student supervision each day
- Students will be assigned to recess zones with their partner class
- Masks will be required when playing basketball and if they are in the GaGa ball pit
- Masks will be required if students are sitting and talking in close proximity.
- Students are expected to stay in their assigned zone until the end of the recess period.
- Students will put their masks back on before entering the building and wash their hands after recess.

### **Dismissal:**

- Dismissal will be staggered
- 6th graders will exit through Door 1
- 5th graders will exit through Door 3
- Students may not wait at school after 3:55 pm unless they are in an approved school activity.
- Be sure to take band/orchestra instruments with students each day from rooms/lockers.

### **Visitors/Parent Meetings:**

- Visitors will not be permitted throughout the building, including lunch.
- Parents or visitors may only visit school with a previous appointment and if in-person, meetings must allow for social distancing.
- Meetings are encouraged to take place over the phone or virtually.

### **Athletics: *(more information will be shared soon)***

- We hope to have athletics that will include Soccer, Volleyball, and Basketball for hybrid students on the days they attend in person..
- There will be additional mitigation procedures shared with coaches.
- We do not plan to have games, but hope to be able to give students opportunities to learn and develop skills and understanding. Practices will include activities that promote enjoyment as they learn. Should this change, we will certainly communicate that information with the community.
- Students that are learning virtually only may participate in athletics two days per week.

### **Clubs & Activities: *(more information will be shared soon)***

- Virtual options for clubs & activities are encouraged and will be given priority.
- We do not currently plan to host any in-person clubs at school

### **Other Safety Items:**

- Water fountains are turned off throughout the building and students are asked to bring a water bottle to fill.
- Touchless bottle filler will be installed.
- Hand sanitizer stations are located throughout the building.