

2020-2021 Williams Covid-19 Student Protocols

This document contains the following protocols for student:

- Arrival to School
- Dismissal from School
- Breakfast Services for Students
- Lunch Service for Students
- Controlled Campus Movement
- Face Covering for Students
- Classroom Modifications
- Cleaning & Sanitizing
- Williams Clinic Protocol
- Positive Covid-19 Case Conformation

Arrival to School for Student (7:55 AM – 8:30 AM)

Face covering must be worn when entering school (arrival)

Students arriving late will enter through the main office door, then sign-in at the Student Affairs Office (SAO).

Before entering a school or district building, you should assess your wellness with the following questions:

Arrival	Grade 6	Grade 7	Grade 8
Bus Riders	<p>Exit the bus at 8:00 AM. Students will enter through the double gates (A) and proceed through the first 6th grade hallway; keeping to the right walk along the sidewalk (passing by Tanniscoli/Tanons' rooms') rooms # 112 & #114 heading towards the cafeteria. 6th graders will use both cafeteria and the patio for breakfast. 6th graders will be dismissed to homeroom @ 8:20 am.</p> <ul style="list-style-type: none"> • 6th graders will travel from both the cafeteria and patio. • Either direction 6th grade hallway (A – close to S.A. office) or 6th grade hallway (B – heading towards the MPR bldg.) • Bells will be turned off 	<p>Exit the bus at 8:00 AM. Students will enter through the double gates (A) and proceed down the exterior corridor of the gym on the NW corner towards the gymnasium to retrieve their breakfast. 7th graders will be dismissed from the gym to their homerooms @ (8:26 am.)</p> <ul style="list-style-type: none"> • 7th graders will utilize both the Student Affairs staircase (A) & middle staircase (B) to their homeroom classes • Bells will be turned off 	<p>Exit the bus at 8:00 AM. Students will enter through the double gates (A) and proceed down the exterior corridor of the gym on the NW corner towards the basketball courts to retrieve their breakfast. 8th students will be dismissed from the gym to their homerooms @ 8:23 am.</p> <ul style="list-style-type: none"> • 8th graders will transition from BB courts towards the back end of the cafeteria • Students will use the MPR staircase (C) heading to homeroom • Bells will be turned off
Car Riders & Walkers	<p>Students should not enter campus until 7:55 AM. Car Riders will exit their vehicle to right no earlier than 7:55 AM.</p>	<p>Students should not enter campus until 7:55 AM. Car Riders will exit their vehicle to right no earlier than 7:55 AM. Students stay to the right of</p>	<p>Students should not enter campus until 7:55 AM. Car Riders will exit their vehicle to right no earlier than 7:55 AM. Students stay to the right</p>

	Students stay to the right of the sidewalk and enter school using the middle double gates (B) by the courtyard. All 6 th graders will report directly to the cafeteria; once they enter campus to get their breakfast.	the sidewalk and enter school using the middle double gates (B) by the courtyard. All 7 th graders will head towards the gym to retrieve their breakfast. 7 th graders will be dismissed from the gymnasium @ 8:26 am to their homeroom class.	on the sidewalk and enter school using the double gates (B) by the courtyard. All 8 th graders will proceed to the basketball courts (if it is not raining). * In the event of rain, 8 th graders will report to the gymnasium.
HOST	<ul style="list-style-type: none"> Parents can sign in their students at the MPR by 6:30 am. Students will begin reporting to the cafeteria, gym, or basketball courts at 8:00 am. 	<ul style="list-style-type: none"> Parents can sign in their students at the MPR by 6:30 am. Students will begin reporting to the cafeteria, gym, or basketball courts at 8:00 am. 	<ul style="list-style-type: none"> Parents can sign in their students at the MPR by 6:30 am. Students will begin reporting to the cafeteria, gym, or basketball courts at 8:00 am.

Dismissal from School for Students: (Face coverings must be worn during the dismissal process.)

Dismissal	6 th Graders – we be called via PA system	7 th Graders – will be called via PA system	8 th Graders – will be called via PA system
Bus Riders	Students will exit the school using the north end of the campus by the student affairs office. There students will find and board the busses.	Students will exit the school using the north end of the campus by the student affairs office. There students will find and board the busses.	Students will exit the school using the north end of the campus by the student affairs office. There students will find and board the busses.
Car Riders & Walkers	<p><u>Car-riders:</u></p> <ul style="list-style-type: none"> Will exit the school utilizing the middle gate (B) to their designated grade level sections. Students are to either stand with their backs along the green wall or they can sit in their respective grade level designated area. Car poolers are located at the south end adjacent to the MPR bldg. <p><u>Walkers:</u></p> <ul style="list-style-type: none"> Will exit the school through Gate (C) MPR side A staff member will escort students across the street 	<p><u>Car-riders:</u></p> <ul style="list-style-type: none"> Will exit the school utilizing the middle gate (B) to their designated grade level sections. Students are to either stand with their backs along the green wall or they can sit in their respective grade level designated area. Car poolers are located at the south end adjacent to the MPR bldg. <p><u>Walkers:</u></p> <ul style="list-style-type: none"> Will exit the school through Gate (C) MPR side A staff member will escort students across the street 	<p><u>Car-riders:</u></p> <ul style="list-style-type: none"> Will exit the school utilizing the middle gate (B) to their designated grade level sections. Students are to either stand with their backs along the green wall or they can sit in their respective grade level designated area. Car poolers are located at the south end adjacent to the MPR bldg. <p><u>Walkers:</u></p> <ul style="list-style-type: none"> Will exit the school through Gate (C) MPR side A staff member will escort students across the street
HOST & Enrichment	Students will transition to the MPR and sit at their assigned tables.	Students will transition to the MPR and sit at their assigned tables.	Students will transition to the MPR and sit at their assigned tables.

Breakfast Service for Students:

All breakfast will be served grab-n-go breakfast utilizing breakfast carts. Each site will receive (6) carts minimum or more based on enrollment; (2) in the gymnasium (2) on the basketball court (2) on the patio. Sixth graders will eat their breakfast in the cafeteria. Seventh graders will eat breakfast in the gymnasium. Eight graders will eat breakfast on the basketball courts and in the event of inclement weather, eight graders will report to one side of the gymnasium. Late students or bus riders will eat their breakfast in the cafeteria still maintain social distancing.

Lunch Service for Students:

Students will eat inside the cafeteria. Zig-zag seating arrangements will be in place, so that a student does not sit next to or directly across from another student. As students enter the cafeteria, they will be seated starting from the table closest to the entrance door. An administrator or staff member will assist students as they line up to be served. Face coverings must be worn inside the cafeteria when students are not eating.

*Since our students are no longer permitted to touch the lunch key pads, It is strongly encouraged for students to have their first and last names in addition with their lunch numbers on a sheet of paper or index card to expedite the time spent going through the lunch- line.

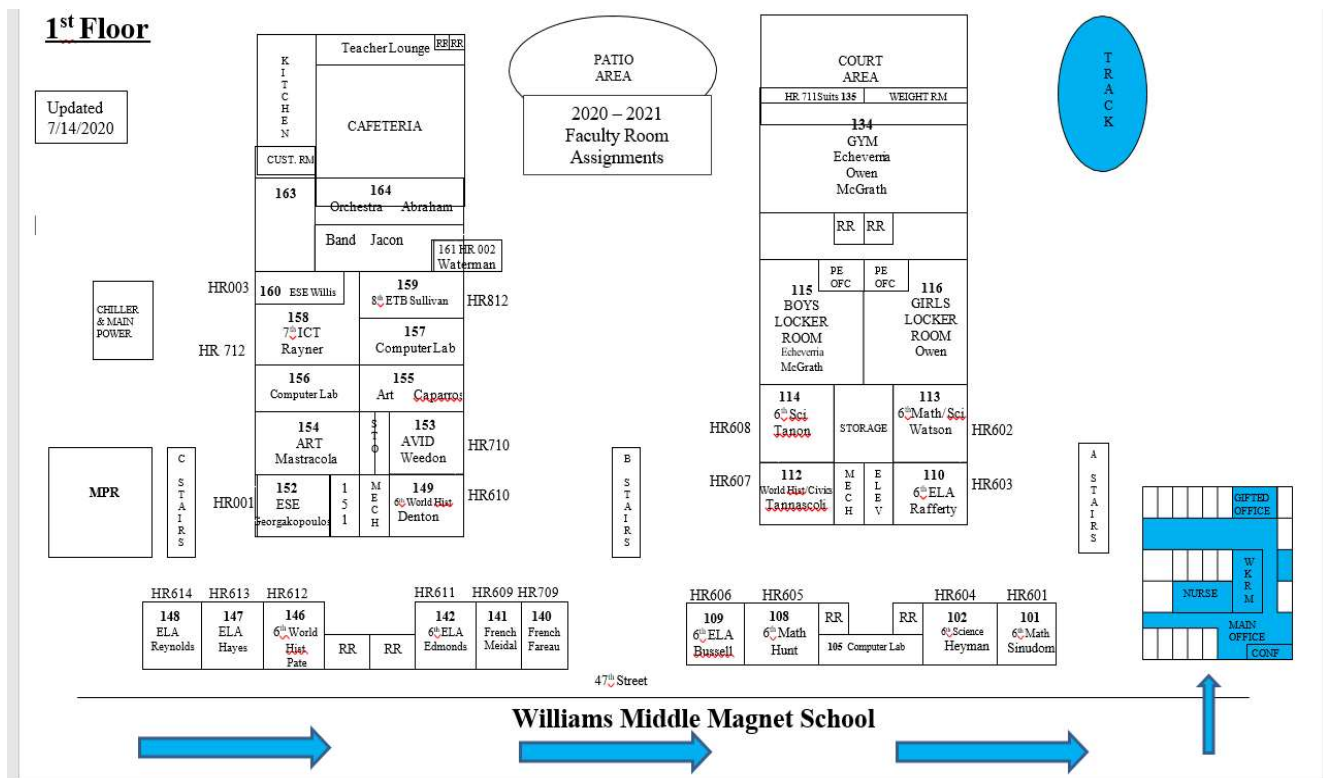
Picking Students from the Lunch:

Teachers are encouraged to bring their **teacher sign** when picking up their students from lunch. There are specific areas designated with painters' tape for teachers to line their students up and take them back to class in an orderly fashion.

*Teachers please drop off and pick up your students on time to ensure the safety of our students to and from the lunch room.

Controlled Campus Movement:

***All points of entry when school is in session, will be through the Main Office.** Ring the bell and someone will open the door. Please ensure that you have your identification handy prior to entering the school.



Student Face Coverings

Face covering requirements:

Students, staff, vendors and visitors will be required to wear face coverings on campus when social distancing is not possible. Students shall wear these face coverings during extracurricular activities, as well as on school buses. Students wearing face coverings from home must be school appropriate and shall not interfere with the district's dress code policy. Face coverings should cover both nose and mouth of the wearer. Face coverings can be masks, face shields, bandanas, neck gaiters, etc.

In order for a student to claim an exemption due to an existing health condition, the **district will require medical certification from a licensed health care provider** that the student has a medical, physical or psychological condition that prevents the student from being able to safely wear a face covering, and description of the medical reason.

***Absent an approved medical exemption, students who do not comply will be reminded of the requirement. If a student refuses to comply, they will be sent home and will be required to receive their educational instruction via remote learning.**

Masks provided:

Students will receive 3 reusable cloth masks from the district on the first day of school to ensure each person on campus is following proper safety precautions.

If a student forgets or loses the mask, a disposable one will be provided for the day.

- Staff member should pick up a disposable mask in the main office upon entering campus.

- Student will be given a disposable mask upon entering the school bus.
- Student will report to Student Affairs Office (SAO) upon entering school. Student will sign in for a disposable mask.
- Student who loses a mask will report to SAO and sign in for a disposable mask.

Enforcement:

School staff will be stationed at entry points throughout each campus to remind students to wear face coverings prior to entering campus.

Teacher should contact SA for students who repeatedly do not wear a mask on school grounds (classroom). Students will meet with guidance /administrator to will be educated on their importance of wearing a face covering.

Administration will contact parents to enlist further support.

If a student refuses to wear face covering on routine basis a meeting will be held with parent/guardian to discuss other school options for the child.

Common areas and classrooms:

Students must wear face covering upon entry to the school and at dismissal of the school. Students must wear face coverings in each area where social distancing is not possible. This includes a classroom if desks are not spaced at least six feet apart, as well as cafeterias, hallways and other shared spaces. Teachers can work with students to provide designated “mask breaks” during which time students will be socially distanced.

Exemptions:

The following approved exemptions apply: Persons eating or drinking; persons for whom a face covering would cause an impairment due to an existing health condition; persons observing social distancing in accordance with CDC guidelines; persons who need to communicate with someone who is hearing impaired and needs to see the person’s mouth to communicate; teachers and students when face covering would be an impediment to instruction; and persons participating in recess and physical education classes while maintaining social distancing.

Students must have an existing health condition for which a face covering would cause an impairment. Parent/Guardian must supply medical documentation of the health condition. Students that have health condition not to wear a face mask will be offered a face shield. If a face shield cannot be worn, then a lanyard with a neon green card will be given to the student wear at all times. This would signify that student is cleared from not wearing a face covering.

Classroom Modifications:

Student desks should be separated to allow for social distancing as much as possible (3-6 ft). Teachers should use painter’s tape or masking tape to mark separation guides on the floor. An administrator must approve the spacing/design of the classroom set up. No cloth chairs or beanbags will be allowed.

Teachers should plan to stagger dismissal from class by releasing students by rows or sections of the class.

Cleaning & Sanitizing

Sanitation Stations should be set up in each room. HCPS will provide the supplies (gloves, wipes, and hand sanitizer)

What should a teacher do if he/she is out sanitation supplies? Contact the SAO. Supplies will be sent up to your room.

Williams Clinic Procedures:

In our clinic, there will be two separate rooms for students. One room will be for basic first aid situations, and other room be for students exhibiting symptoms of COVID-19. Students exhibiting possible COVID-19 symptoms will be isolated from others within the clinic area.

Students that were sent home due to a fever must see the nurse before returning to back to the classroom. This will be communicated to families upon parent pickup. The nurse will give the student a Clinic clearance pass to show their homeroom teacher for re-entry into the classroom.

Notification forms will be placed in homeroom teachers' mailboxes each day to let the homeroom teacher know that a student must have a clearance pass from the nurse to re-enter the class. If the student enters homeroom without a clearance pass, the homeroom teacher should give the student a notification form to report directly to the clinic.

Positive COVID-19 Case Confirmation:

Communication:

Upon notification of a positive result, a parent or employee will notify their **principal** (*Mrs. Blackwood-Green*) or supervisor, respectively. The principal or supervisor will notify the **regional superintendent** (*Susan Burkett*) or assistant will communicate details with the **Supervisor of School Health Services** (Dr. Russ), **Director of Safety and Risk Management** (*Corries Culpepper*), and the **Chief of Communications and Media Relations** (*Tanya Arja*). The **Chief of Communications and Media Relations** will alert the **Superintendent** (*Addison Davis*), anyone who has come into direct contact with the positive individual, and the school site.

An individual test positive for COVID-19: Individual should follow the recommendations of their healthcare provider for isolation protocol.

Returning to campus:

At least 10 days have passed since symptoms appeared; at least 72 hours fever-free without using fever-reducing medication, and all other symptoms have subsided.

Contact tracing: Hillsborough County Public Schools is collaborating with the Department of Health to conduct contact tracing. Upon notification of a positive case on campus, the district's Department of

School Health Services will also communicate with administration to track movement of the person who tested positive and secure affected areas. Impacted individuals will be notified.

Deep cleaning:

If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes. The Vital Oxide sanitizer for spray or foam application is OSHA (Occupational Safety and Health Administration), WHMIS (Workplace hazardous Materials Information System) and GHS (Globally Harmonized System of Classification and Labeling of Chemicals) compliant.

School closures:

School closures due to cleaning or positive cases will be determined on a school by school basis and appropriate protocols

Updated on 8/28