

# HD Karns - Re-Entry Safety Measures Plan 2020-21 School Year

**\*\*Reminder that the first step in the screening process starts at home. Students with a temperature of 100.4 degrees or higher must stay home. \*\***

**All students entering HD Karns will go through our temperature screening process. All students with a temperature of 100.4 degrees or higher will be considered high risk and a phone call will be made to pick-up the student.**

**Also, please make sure that your contact information with the district is updated through Skyward! Important notifications will be sent through our system so please help us ensure that you are receiving our messaging!!**

TOPIC	PROCEDURES
Arrival (Staff)	Staff are responsible for self-checking their temperatures each day before work. Staff are responsible for completing the COVID19 survey before reporting to work each Monday.
Arrival (Student)	Temperatures will be taken on students at the bus entrance door and the front door entrance doors
Assemblies	No assemblies first semester. Modified procedures may be used to continue graduation celebrations, via ZOOM or Skype
Buses	<b>Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face masks while in all district school facilities, on school grounds and on school buses. Face masks will be required for students when outside when social distancing is not possible.</b> Mask required to be worn by staff and students. Two children per seat with assigned seats. Fill back seats first. Unload front of bus first. Accommodations for special education students as written on IEP.
Breakfast	Breakfast will be served in the cafeteria with physical distance guidelines followed

	<ul style="list-style-type: none"> <li>- Two to a table, 6ft distance between</li> </ul>
Classrooms	<p><b>Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face masks while in all district school facilities, on school grounds and on school buses. Face masks will be required for students when outside when social distancing is not possible.</b></p> <p>Masks <b>MUST</b> be worn. –</p> <p>Two weeks of lesson planning done. – Must be submitted to the office.</p> <p>Teacher will instruct via Zoom if placed on district mandated quarantine. (Teacher will not be charged time).</p> <p>Physical distance as much as possible.</p> <p>Bookbags will be allowed in classrooms-Subject to Search at anytime.</p> <p>Remove extra furniture as possible. – Store on stage for now</p> <p>Remove fabric furniture. – Store on stage for now</p> <p>Limit sharing of materials.</p> <p>Teachers are responsible for cleaning shared materials between each use.</p> <p>Flexible seating will not be possible this school year.</p> <p>Use of hand sanitizer or hand washing each hour.</p>
Cleaning	<p>Use the provided cleaner, micro cloths as provided by USD 475.</p> <p>Train staff in cleaning expectations</p> <p>Train students in cleaning expectations.</p> <p>Use of hand sanitizer or hand washing each hour.</p>
Common Areas	<p>Limit as much as possible.</p> <p>Clean pod tables/chairs before and after use.</p> <p>Will be done by an “Enhanced Cleaning” Staff Member</p> <p>Maintain six feet away from other small groups.</p>
Computers	<p>The technology department will provide expectations.</p> <p>Computers and power cords – take home daily.</p>
Covid Symptoms	<p>Set aside a separate room, disinfect frequently and restrict access</p> <ul style="list-style-type: none"> <li>- First floor Room 120G will become the Isolation Room</li> </ul>
Discipline	<p>Administrator will come to student, call office before sending a student.</p> <ul style="list-style-type: none"> <li>- Follow levels of behavior consistently Principal and/or Hall Monitor will come to classroom</li> </ul>
Dismissal	<p>Masks to be worn in hallways, walk on right side of hallway – Lockers will not be used</p> <p>Masks must be school appropriate!</p>

Face Coverings	Masks are Required for EVERYONE in the building <b>Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face masks while in all district school facilities, on school grounds and on school buses. Face masks will be required for students when outside when social distancing is not possible</b>
Hall Traffic	Walk on right side of hallway, physical distancing, open doors, no lockers
Hand Washing	Recommended washing/sanitizing hourly
IEP's	Virtual if possible In person meetings must follow same entry and safety guidelines as students and staff.
Library	Returned books are placed in a 3-day quarantine prior to being replaced on shelves.
Lockers	No lockers will be issued to students this semester
Lunch	Physical distance, Packaged food, no food bars, sanitize, discourage touching, grab and go, (Lunch secretary will establish safety procedures) students do not touch POS, hand out food
MTSS	Within classroom only
Nurse	Has Established written protocol for staff to follow for absences, students with fevers, etc.
Office	Limit number in office NO CONGREGATING IN THE OFFICE * Call office prior to students leaving class. * Administration by appointment only.
Parents in Building	Virtual meetings as much as possible In person meetings must follow same entry and safety guidelines as students and staff.
Parent/Teacher Conferences	Conferences will be held virtually first semester with parents.
Physical Education	If physical distance can be maintained then masks can be removed depending upon activity
Restrooms	Check in check out, Have a sign in/out List we will not use the lanyard passes.
Safety Drills	Consider tornado drills in smaller groups
Schedules	Alter to avoid large transitions
Snacks	Consider eliminating Students can bring own snacks but cannot share with others. Individual teachers will decide if snacks are allowed in classrooms.
Physical Distancing	Six foot Follow posted markings and signs
Staff Meetings	Physical Distance or virtual

SPED	Specific Information will be provided by the SPED Department
Student Supplies	No common or sharing – Teachers are responsible for cleaning shared materials between each use
Temperature Checks	Will be done every morning on staff (staff can self-check and report temp to office) and students (Temperatures above 100.4 will be documented). Teachers will be asked to help at the entrances (a schedule will be created to develop a rotation.)
Transitions	Walk on the right side of hallway No lockers will be issued to avoid congestion
Visitors to Bldg	Limit as much as possible, use virtual meetings In person meetings must follow same entry and safety guidelines as students and staff.
Water Fountains	Water fountains are turned off except for the bottle filling stations on each floor. Students will need to bring water bottles to fill at the filling station if they want water.

### Changes in Activities and Events for 1<sup>st</sup> Semester 2020-2021

ACTIVITY/EVENT	ACTION/PROCEDURE
After Hours Building Use	District Decision
Assemblies	No Graduation Celebrations during, at least, First Semester with Public present Alternative may be considered.
Boys and Girls Club	After school programs for our students will follow all established guidelines
Field Trips	Canceled
Holiday Events	TBD
Home Visits	N/A

Open House	Virtual Each Teacher will make a short video to introduce themselves and talk about their content area Need to be ready by Tuesday August 25th.
Orientation	Virtual Individual or small group Zoom with families as possible