



**pilotED Schools**

## **pilotED Schools COVID19 Policies and Procedures (2020-2021)**

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program for our students and families.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, pilotED will work closely with our local health departments and will ensure the following procedures are being followed.

### **pilotED's Symptoms Impacting Consideration for Exclusion from School**

Students and employees will recognize the following COVID-19-related symptoms as leading to potential exclusion from the school environment:

- A fever of 99.5° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### **Changes to the Student Experience**

- Bus Transportation to/from School
  - All students will have their own seat if/when possible;
  - Students within the same family will be seated together;
  - Bus drivers will disinfect all seats/high-touch surfaces after both morning and afternoon routes;
  - Bus monitors will check student temperatures before entering the bus, if the student has a temperature above 99.5 they will be asked to stay home;
  - Parents/students are encouraged to observe social distancing while waiting for the bus at their designated stop.
- Arrival/Entering the Building
  - Students are to enter one at a time, with at least 3 feet in between each person;
  - Each student will have their temperature checked at the door prior to going to class and if the temperature is over 99.5 degrees, the student will go to a quarantine area at the Nurse's Station and their temperature will be rechecked 5 minutes after resting;

- Students entering the building are to use hand sanitizer and then walk to their designated classrooms immediately;
- Students will keep all of their belongings with them; when they enter the classroom, they will bring all pertinent materials to their seats.
- PPE
  - K-2nd grade students can wear PPE if they or their families desire; 3rd-4th grade students will be required to wear a facemask in the building at all times;
  - Students that show COVID-19 like symptoms, will be required to immediately put on PPE, will be removed from the general population, put into quarantine at the Nurse's Station, and immediately have their parents called for pickup;
  - Teachers will have PPE in their classrooms to provide students that will need one prior to sending them to the quarantined area.
- Hallways
  - Student hands should be kept in their pockets or next to their bodies at all times;
  - Students will walk single-file or one-behind-the-other, at an arm's length apart;
  - Classes must remain on one side of the hallway;
  - There is to be absolutely no touching of walls, water fountains, others or objects in the halls.
- Entering Classrooms
  - Teachers and students will greet one another with no-contact salutations;
  - Students will go to their seats and wait for instructions from the teacher.
- Water Fountains
  - No water fountains will be used by students;
  - Each student will be given a water bottle that will be filled each day using the new no-touch water bottle fillers at each water fountain.
- Washing Hands
  - Employees and students must wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol;
  - Incorporate at least 4 key times into the school day when all persons should wash or sanitize their hands;
  - If washing in the bathroom, adhere to bathroom times and utilize sanitizer the other times. These key times should be done in a staggered class pattern to maintain social distancing between students and include times such as:
    - Start of the school day
    - Before eating
    - After using the restroom
    - After blowing the nose, coughing, or sneezing
    - After using shared equipment

- Using the Bathroom
  - Students will use the restroom using only walled stalls, no urinals;
  - Students must wash their hands with soap for at least 60 seconds;
  - Bathrooms should be sanitized after every classroom use
- Breakfast
  - Students should enter the classroom, put up their belongings and then take a seat at their desk;
  - Teachers will pass out breakfasts to students individually and collect trash when finished;
  - Trash will be placed in a large trash bag and placed outside of the classroom;
  - Facilities manager will circulate to classrooms to collect trash.
- Lunch
  - Lunch staff, facilities manager, and support team will bring lunches to classroom;
  - Students will eat lunches in classroom at their desks;
  - Each class will have their own large trash can for refuse; facilities manager will circulate to classrooms to collect all trash
- Dismissal
  - Staggered dismissal by grades for car riders and walkers;
  - TAs bring down car riders and waits by the car rider door. Dismiss by grades at designated times. Parents must arrive on-time for staggered dismissal;
  - Teachers bring down walkers to lobby and out to the front door. Dismiss by grades at designated time. Parents must arrive on time for staggered dismissal;
  - Teachers bring out their students at different times and wait in their assigned areas to ensure social distancing.
- Computer Lab
  - Sanitize hands on way in/out of computer lab;
  - Computer placement/spacing should observe social distance guidelines and not be altered by teachers;
  - When social distancing between individual computers is not possible, students should sit every/other computer (laptops may be necessary to ensure that there are adequate computers for all students);
  - After each use, computers will be sanitized by students for next group (screen, keyboard, mouse);
  - Teacher fully sanitizes all other high-touch surfaces at the end of the day.
- Recess (Outside)
  - All students wash hands before and after recess;
  - Only one class at a time on the playground;
  - One class in grass to limit the number of students on the playground (balls, hula hoops, grass-based games);
- Recess (Inside)
  - All students wash hands before and after recess;
  - Only one class in the gym;

- Recess activities should be limited to those that students do not have to share equipment or be in close proximity;
- Go Noodle activities may be utilized in the classroom or the gym as a substitute for recess; spaces should be safely marked in the gym for distancing to be had.
- Courtyard
  - All students must wash hands before/after any activities in the courtyard;
  - If conducting classroom activities in the courtyard, stools/spots on grass should be spaced to follow social distance guidelines;
  - Activities should be limited to those that do not require students to share materials or be in close proximity;
  - Spray chairs with disinfectant
- In-Class
  - All teachers will wear masks at all times when instructing; students are encouraged to wear masks, however this is not required;
  - Desks/tables will be arranged to observe social distance guidelines (6ft) whenever possible. Desks should face in the same direction;
  - When using the carpet, students should be spread out to observe social distance guidelines. When possible, carpet seating should allow students to face the same direction, rather than in a circle;
  - Each student will receive a material kit to remain in their desks; students should not share any materials. Limit resources which require students to share, such as technology or books and when used, be sure to disinfect between each use;
  - Teachers/students will disinfect classrooms twice daily (before lunch, and at the end of the day). All high-touch surfaces will be disinfected, including, but not limited to: desks, tables, technology, smartboards, door handles, passes;
  - Classroom windows should remain open throughout the day whenever possible

### **Changes to Team Member Experience**

- Arrival
  - Clock-in using the iPad clock-in system at each yellow door entrance; use hand sanitizer before and after clocking-in/-out
- PPE
  - All staff must wear school-provided facemasks at all times when in a setting of more than 1 person;
  - 5 masks will be provided each week and sanitized for re-use the following week.
- Kickstart
  - Standing 6 feet apart in the gymnasium on vinyl social distancing dots
- Walking in Hallways
  - Always walk along the right side of the hallway, close to the wall. Do not stop to high-five or to talk to students or staff members without a 6 feet distance at all times
- Meetings (Small Group or Large Group)

- When possible, seek to hold small and large group meetings virtually or in a space such as the Nest, Courtyard, or Gym where social distancing can be practiced.
- Clean all surfaces before and after
- Nurse's Station
  - The back of the cafeteria will have a space for students and employees who are feeling ill to be evaluated (temperature check). All waiting staff should wear a cloth face covering. Only essential staff assigned to the space may enter. A record will be kept of all persons who entered the space and the space will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Additionally, all staff with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions.
- Breaks
  - Limit usage of the staff/teacher's lounge (no more than 3 people at a time);
- General In-Class Disinfecting (2x/day)
  - Desks
  - Door Handles
  - SmartBoards
  - Passes
  - Seats
  - Tabletops
- Front Lobby
  - Disinfect iPad after every use at the front desk;
  - Sneeze guard / glass is to be in front of office manager at all times;
  - Switch main payment to credit card or check, limit cash payments, and sanitize hands immediately after.

### **Changes to the Parent/Visitor Experience**

- Arrival/Dismissal/Visits
  - Prohibit family visits inside the school building;
  - Outside/sidewalk visits are encouraged;
  - Restrict the number of people in the school building who are not students or staff to a minimal number;
  - Must wear a disposable facemask; such mask will be provided upon entering the building.
- Dismissal-Specific
  - Car rider parents remain in the car;
  - Walker parents remain on the outside
- Vendor Access
  - Restrict vendor access to the school to times when students are not present.