



## **Bethel Park Elementary COVID-19 Policies and Procedures (2021-2022)**

*Updated July 27th, 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, Bethel Park Elementary will work closely with our local health departments and will ensure the following procedures are being followed.

The guidelines provided here reflect the most recent data and local/state/federal guidance on COVID-19 safety and precautions. These measures are subject to change in response to changing community or inter-school occurrence of the virus.

### **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
- Repetitive Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell

### **Positive Case Considerations**

After a confirmed, positive test, the following protocols will be followed:

- Confirmed Student Case
  - Students must stay home for no less than 10 days following the beginning of symptoms OR after a positive test. Students can immediately return to school after a negative test.
  - Bethel Park Elementary will communicate the grade and class of any confirmed case with all families within 24 hours of notice. Parents in the same classroom may keep students home for up to 3 days to watch for symptoms and take a test.
- Confirmed Staff/Teacher Case

- Staff members must stay home for no less than 10 days following the end of symptoms OR after the positive test if no symptoms are present. Staff may return immediately following a negative test.
- Bethel Park Elementary will communicate the grade and class of any confirmed case with all families within 24 hours of notice.

### **Quarantine/Closure Scenarios**

- Whole-Class Quarantine:
  - In-school policies for COVID-19 have been designed to keep students within their homeroom to the maximum extent. This allows for us to quarantine select classes in the event of numerous confirmed cases.
  - Classes will be quarantined for a period of 7 days in the event of:
    - 3+ positive cases within the class within a period of one week
    - 50%+ of students out synchronously with COVID-like symptoms
- School Closure:
  - A whole school closure will occur only in extreme situations, and when Bethel Park administration feels we can no longer adequately protect our staff and students from illness.
  - School Considerations:
    - 10+ positive cases across all students and staff with a period of one week
    - 30%+ of all students and staff out synchronously with COVID-like symptoms
  - School may also be closed due to any state-wide stay at home orders.

### **Home Learning Considerations**

It is the goal of Bethel Park Elementary to safely instruct all students in the school environment, and therefore we will not have a virtual option for students in the 2021-22 school year. While we believe that bringing in-person instruction school-wide is in the best interest of our students, it does limit at-home learning capacity required by quarantine due to exposure or illness. .

In the event of prolonged absence from school, computers will be made available for short-term rental for families. Though virtual lessons will not be provided, this will allow students to access other virtual learning platforms. Additionally, students will receive their workbooks and selected reading to address content missed while they are absent.

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

- Bus Transportation to/from School
  - Students within the same family will be seated together;
  - Bus drivers will disinfect all seats/high-touch surfaces after routes;
  - Parents/students are encouraged to observe social distancing while waiting for the bus at their designated stop.

- Arrival/Entering the Building
  - 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;
  
- PPE
  - All students will be required to wear a facemask in the building at all times;
  - Students that show COVID-19 like symptoms will be removed from the general population, put into quarantine at the Nurse's Station and immediately have their parents called for pickup;
  
- 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 should bring a water bottle that will be filled each day using the new no-touch water bottle fillers at each water fountain. Water bottles should stay at school; limited water bottles/cups available for students in need.
  
- 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 must wash their hands with soap for at least 60 seconds;
  - Bathrooms should be sanitized after every classroom use.
- Breakfast
  - 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 staff will circulate to classrooms to collect trash.
- Lunch
  - Students will eat lunches in the cafeteria at distanced tables;
  - Cafeteria will be equipped with additional fans to increase air circulation throughout lunch;
  - All tables will be sanitized following each lunch block;
  - Facilities manager will circulate to classrooms to collect all trash;
  - Students will be expected to wear masks at all times when not eating.
- Dismissal
  - Staggered dismissal by grades to ensure no two classes are side-by-side in the hallway at any time.
  - Teachers transition class toward north doors;
    - Walkers are dropped off at main office and proceed outside to dismiss or wait for caregiver to arrive
    - Bus riders are separated at the gym, lined up and transitioned to their bus by class;
    - Car riders proceed with their teachers out the north doors to an assigned class space to wait for their caregiver pick-up.
- 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
  - All students wash hands before and after recess;
  - Classes indoors must remain masked (gym, classroom), classes outdoors can remove masks;

- Shared materials will be sanitized between uses;
- Students must sanitize their hands and keep mask on to utilize indoor recess bins.
- 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 and students will wear masks at all times
  - Desks/tables will be arranged to observe social distance guidelines (6ft) whenever possible. If spacing not 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;
  - Classroom windows can remain open throughout the day whenever possible to increase air circulation.

## **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;
  - Disposable masks will be provided each week if needed.
- Kickstart
  - Standing 6 feet apart in the gymnasium
- 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
  - Vaccinated adults do not need to wear masks in meetings without students.
- Nurse's Station
  - Next to the Main Office. This space is 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.
- General In-Class Disinfecting (2x/day)
  - Desks
  - Door Handles
  - SmartBoards
  - Passes
  - Seats
  - Tabletops
- Front Lobby
  - Disinfect iPad after every use at the front desk;
  - 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 masks 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.

**Daily Cleaning / Facilities Disinfecting**

- COVID Defense Team disinfects high touch areas 3 times a day (door handles, copy machines, water cooler, teacher lounge tables, coffee machines, clock-in iPads, nurse’s bed, etc).
- Instructional staff disinfects classroom technology, seats, tables, handles
- Ice packs will be made of ice cubes placed in disposable baggies.

**Food Pantry**

- Place orders weekly on the Food Pantry Order Form on the Parent Portal from Thursday through Wednesday.
- Pick up will be on Fridays from 10 am to 12 pm.
- Families will choose a time on the order form between 10 and 12. Ms. Jenn will send a confirmation text on Thursdays and ask for confirmation of appointment.
- Pick up is in the parking lot at the pantry door.
- Families do not come inside the building.
- Pantry staff will pack the order and bring it out to the car.

**Locations for Important Cleaning Supplies**

<b>Hand Sanitizer</b>	<b>Wipes</b>	<b>Gloves</b>
Hallways (6)	Classrooms	Family Resource Center
Clock in/out Ipads	Computer Lab	Nurse’s Station
Keurigs (Nest/Green Conference Room)	Conference Rooms (Red Hall and Green Hall)	
Gazebo in Courtyard	Nurse’s Station	
Family Resource Center	Printers	
Water Coolers (Nest/Green Conference Room)		
Cafeteria		
Nurse’s Station		