

**Re-opening Procedures
2020-21 School Year
Winlock Middle/High School**

Drop-off Locations:

Middle School - Northeast Entrance
(COVID Screening - Angie Hylton, Brian Ziese)

High School - Southeast Entrance
(COVID Screening - Joleen Poirrier, Melissa Svenson)
Student Parking Lot Entrance (Student drivers and parent drop-offs)
(COVID Screening - Angie Tover, Nick Bamer)

Academy - park in the gravel in front of the portable
(COVID Screening - Lori Faris)

If students arrive after the bell, the screenings will occur in the middle school and high school offices

**The doors to the buildings will not open until 8:00 am
Students will not be allowed in the building until the screening process is complete**

Staff Parking:

Staff COVID temperature checks will be conducted by Joan Nelson and the New MS Secretary. Staff will use the Digital COVID Screener to answer the COVID screening questions

MS - back parking lot

HS - front parking lot closest to the HS

Visitor Parking:

Middle School - front parking lot

High School - 2nd front parking lot

Breakfast Locations:

Students will pick-up their breakfast after their temperature check and take their breakfast to their first period classroom.

Supervision: Dani Criag/Nick Birklid/Dracy McCoy

WLA students will have their breakfast brought to the classroom by Eric Contreras

Hall Passes and Restrooms:

Each teacher will have a sign-out and sign-in sheet that students will use when they leave the room for any reason. This is to account for any contact tracing that may be needed. There will only be 1 student allowed to exit the classroom at a time to go to the restroom (unless a student indicates that it is an urgent need or they have a 504/SPED accommodation). We will also use a First 5/Last 5 Rule where there should be no restroom passes given. This is so students can get the instructions for the class period and also to hear any instructions for homework or asynchronous work given the last 5 minutes. This also allows students to clean their work space before leaving the classroom.

There will only be 2 students allowed in a restroom at one time. If a student enters the restroom and there are 2 students already present they should exit the restroom and begin a line outside of the restroom. Students will then need to be socially distanced while waiting in line and quiet so they are not disrupting other classes.

Lunch Locations:

Lunches will be held simultaneously between the Middle School and High School. Meals will be delivered to designated classrooms for students to eat. Students will be divided into classrooms where they will have assigned seats in order to account for contact tracing. Once a week, each group of students in a classroom will rotate to the Cafeteria or MS Commons to be able to eat lunch with a larger group of students to give them a more “normal” experience eating lunch. These students will have the opportunity to select their seat, but must remain in that seat for the duration of lunch. There will be a written seating chart each day in order to document where each student sat for contact tracing. Para educators and counselors will supervise each individual room for lunches. Building administration will supervise the Cafeteria and Commons. A classroom will be converted into a staff lunch room to allow staff to have a designated location for lunches where they can eat together and also provide social distancing since classrooms have to be utilized.

WHS (Approximately 90 Students per day)
Seating charts will be used in every classroom

Room (Hutson)	Tover supervision	10th grade
Room (March)	Ellegood Supervision	11th Grade
Room (Samples)	Day Supervision	9th Grade

Room (Fried)	Poirrier Supervision	12th Grade
Room (Lockett)	(If needed)	Combo
Cafeteria	Birkliid, Bamer, McCoy Supervision	Rotation

WMS (Approximately 80 Students per day)
 Seating charts will be used for every class

Room (Ortiz)	Craig Supervision	8th Grade
Room (Benton)	Hylton Supervision	6th Grade
Room (198)	Svenson Supervision	7th Grade
Room (Collins)	Ziese Supervision	Combo
Room (Suhrbier)	(If needed)	Combo
MS Commons	Birkliid, Bamer, McCoy Supervision	Rotation

Cafeteria/Commons Rotations

Monday	Tuesday	Wednesday	Thursday	Friday
Hutson (Cardinal)	Hutson (Gold)		March (Cardinal)	March (Gold)
Ortiz (Cardinal)	Ortiz (Gold)		Benton (Cardinal)	Benton (Gold)
Samples (Cardinal)	Samples (Gold)		Fried (Cardinal)	Fried (Gold)
198 (Cardinal)	198 (Gold)		Collins (Cardinal)	Collins (Gold)

Cleaning will occur after each lunch

Staff Lounge for MS and HS:

The staff lunchroom will be located in the classroom that is next to the middle school office (it used to be a computer lab). Staff will have access to microwaves there and can still access the refrigerator in the MS Office. Seating will be with desks and not tables in order to ensure social distancing. Staff will need to use provided cleaning supplies to clean their eating space after lunch.

Health Needs/Symptoms Room:

WHS - Room 118 Supervision - Nick Bamer

WMS - Small office in the Middle School Main Office Supervision - New Secretary

Symptoms room supervision must wear a KN95 mask with a face shield while in the room with a student who is symptomatic. Students will stay in the symptom room until they are picked up by a parent/guardian.

Hall-way Capacity:

Lockers will not be utilized to assist with social distancing in the halls

Procedures: Students will use a “rules of the road” method of moving through the hallways. They will stay to the right side of the hallway until they reach the point where they may need to cross the hallway to get to their classroom.

All classes that are in the main building but have an exterior door also will have students enter their classes from the interior doors and exit via the exterior doors. Then students will travel in the direction of the fastest route to their next class.

Mask Break Areas:

Pop -up tents will be set-up outside the MS Commons area and outside the Cafeteria for MS and HS mask break areas. Students must have a pass from their teacher to go to these areas and must not be there longer than 3 minutes of time before returning to class.

Physical Education/Weight Room:

Whenever possible physical education will occur outdoors to allow for maximum fresh air circulation and social distancing. Exercise will be limited to allow students to continue to wear cloth face coverings and to maintain 6 feet of distance. All exercise equipment will be cleaned and disinfected between users.

Students will be asked to dress down. The locker room will be divided into pods, allowing for social distancing to occur.

Band:

Band is limited to percussion and stringed instruments only, with physical distancing and face coverings worn at all times. Percussion instruments can be utilized to support the reading of music.

Choir is limited to the saying of rhythms of songs.

The exchange or sharing of any instruments, parts, music sheets, or any other items is limited.

Items will be sanitized between users.

CTE:

Clean and sanitize hands-on materials often and after each use. Limit shared materials to those that can be easily cleaned and sanitized or disinfected.

Shared Hands-On Teaching Materials:

Clean and sanitize hands-on materials often and after each use. Limit shared teaching materials to those that can be easily cleaned and sanitized or disinfected.

1:1 Devices:

Students should bring their devices to school each day. Paper/pencil usage will be utilized on a limited basis. Teachers will continue to use google classroom to post lessons and assignments.

Classroom Set-up:

Purge items that are old, out of date, broken, and/or damaged to allow for a clutter-free environment.

Remove materials that are porous and cannot be easily disinfected.

Arrange desks to allow for 6 ft. social distancing from all angles, facing all desks/tables in the same direction.

Provide physical cues such as floor tape to guide spacing, with a clear entrance/exit to the classroom (traffic flow). Teach the physical cues and routines to students and provide reminders.

Open windows/doors (when safe to do so) to increase circulation of outdoor air.

Avoid community supplies when possible.

If shared supplies are necessary, consider using designated bins for clean and used supplies.

Bus Loading:

Utilize outside classroom exits when available

Students will be released and walk directly to the busses using the same “rules of the road” process as they will during passing times. Once students arrive at their bus they will need to line up socially distanced along the length of the bus beginning at the door. Staff will be supervising students at the MS and HS locations to remind students to social distance.

MS Supervision: Nick Birkliid, Dani Craig, Angie Hylton, Brian Ziese, Melissa Svenson

HS Supervision: Dracy McCoy, Mandie Olson, Angie Tover, Joleen Poirrier

Student Parking Lot Supervision: Nick Bamer, Eric Contreras, Deb ElleGood
To ensure students are going directly to their cars and not hanging out

School Closure:

Should there be a snow day or a day where students may not be able to attend school safely the WHS/WMS Remote Learning Schedule will be used. We will rotate through this schedule based on how many times it may be utilized. If there is a substantial power outage then school may be cancelled. This will be a decision of the Superintendent.

COVID Supervisors:

Staff who have been trained in the health and safety requirements for COVID:

Dracy McCoy

Nick Birkliid

Heather Ziese

Joleen Poirrier