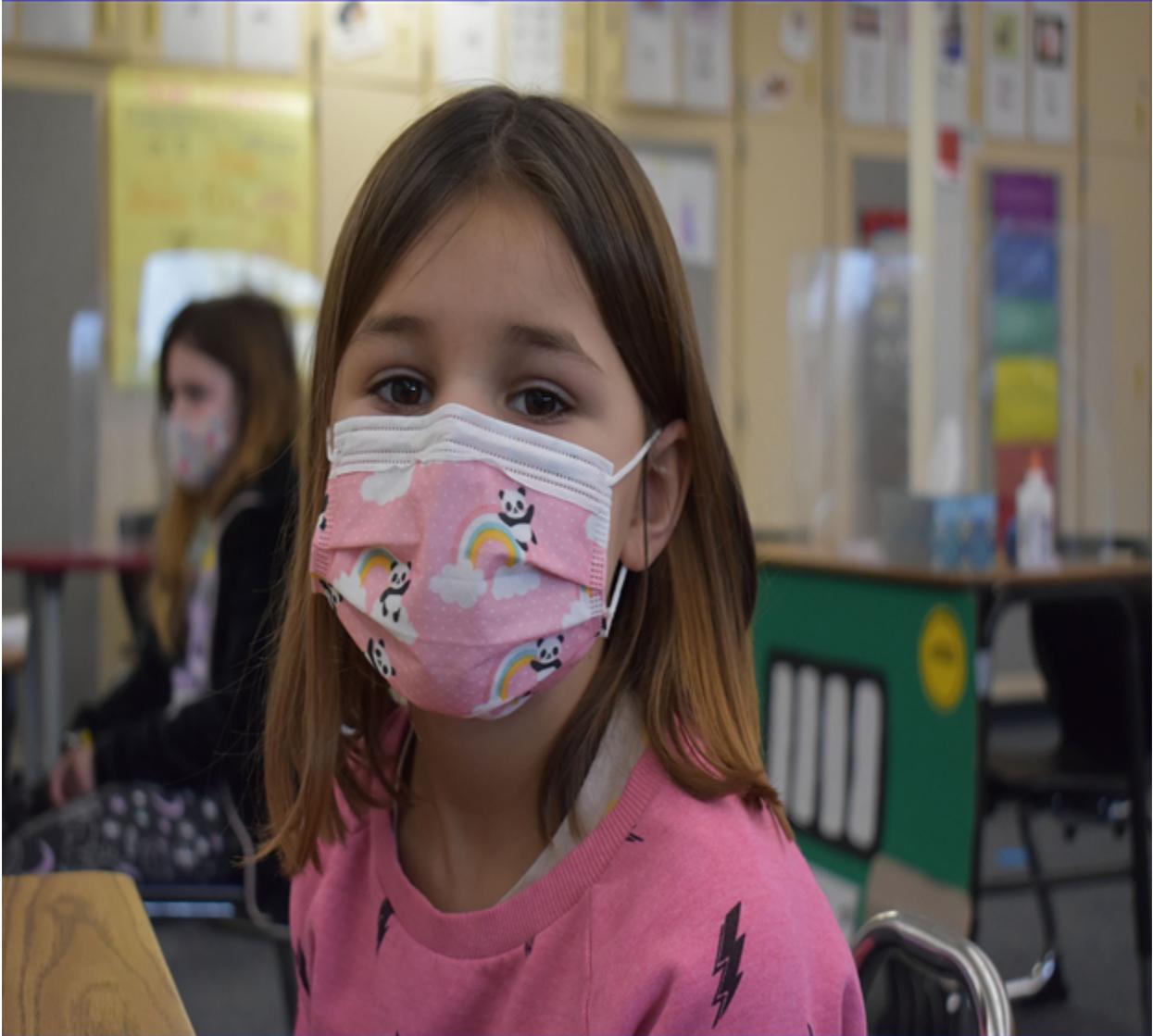


**COVID-19 IN-PERSON  
LEARNING HANDBOOK**



**ST. PAUL ELEMENTARY SCHOOL**





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## **ELEMENTARY SCHEDULE as of 3.29.2021**

### **In Person Instruction**

Kindergarten – 6<sup>th</sup> Grade

Lunch

Release

### **Monday - Friday**

8:00 – 12:00

12:00 – 12:25

12:30

### **CDL**

PE/Music

CDL Classes / Teacher Help

### **Monday – Thursday**

Afternoon Online

Afternoon Online



**COVID-19 is an illness caused by a virus that can spread from person to person. The virus is highly contagious. It is critical that students stay home when they're not feeling well or have been exposed to the virus.**

### **[Watch Staying Home When You Are Sick Video](#)**

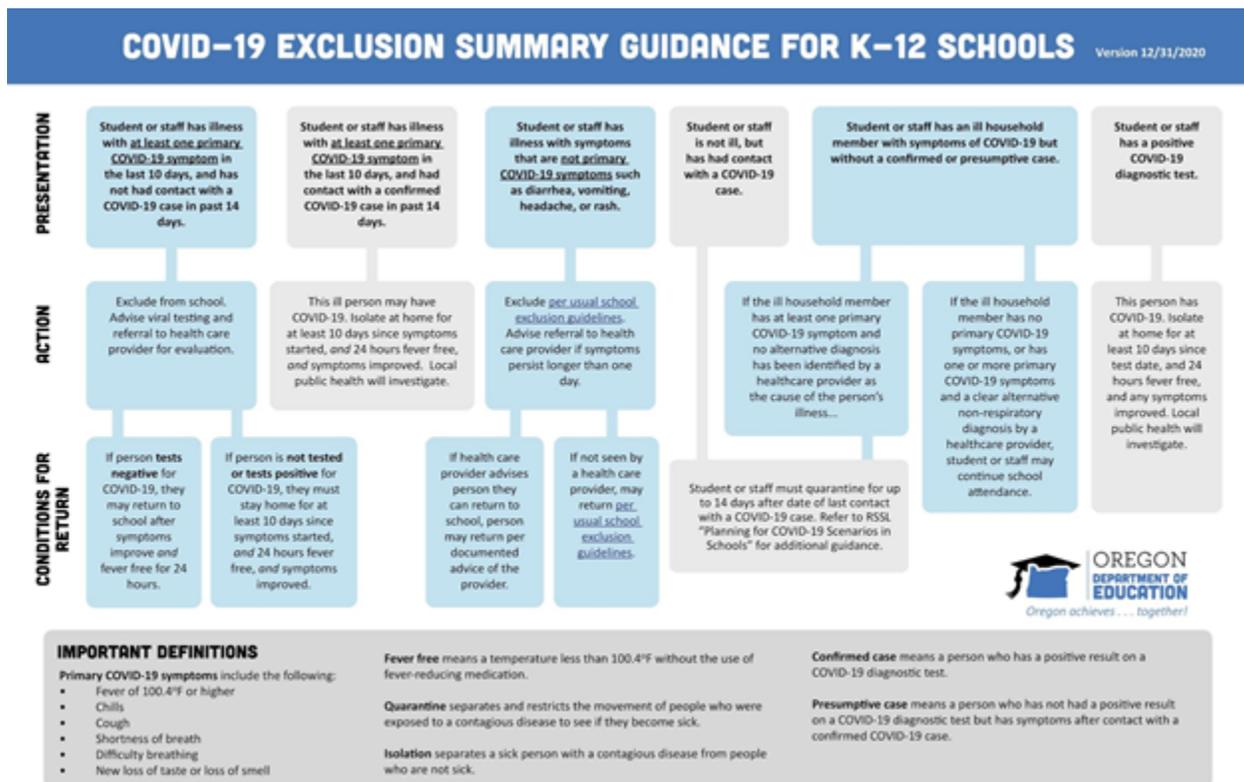
In order to protect all staff and students, no one should enter a school facility if they are not feeling well or believe they may have been exposed to COVID-19. Before school each day, parents/guardians **must** screen their student for the following symptoms:

- Fever (100.4° F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

By sending your student to school, you attest that your student is not experiencing any COVID-19 symptoms and has not been in close contact with someone with a positive or presumptive case of COVID-19, or who is waiting for COVID-19 test results.

Staff will visually screen students for symptoms upon entry to school and throughout the day. Students who exhibit symptoms of COVID-19 will undergo further screening by school staff in our Health Room. After that screening, staff will determine whether the student can return to class or will need to be isolated while waiting to be picked up from school.

If a student is sent home for exhibiting COVID-19 symptoms, they may not be able to return to school right away. Depending on whether the student is tested for COVID-19 or not, they may be required to quarantine at home until their symptoms subside. We have stringent guidance on when a student must be excluded from school.



We have been in contact with Marion County Public Health regarding how to proceed when there are any suspected or known cases of COVID-19.

[Things to know about the COVID-19 Pandemic](#)



**All staff and students must comply with the following guidelines for proper physical distancing.**

### **Physical Distancing Guidelines:**

- Staff and Students will maintain 6 feet of physical distancing at all times whenever possible.
- Classroom configurations will be measured for students to maintain 3 feet of physical distancing while at their desks.

**All students and staff are expected to follow proper hand hygiene guidelines.**

### **Hand hygiene guidelines:**

- Avoid touching your face, especially your mouth, eyes, and nose.
- Avoid touching your mask while wearing it properly. If it needs to be adjusted, adjust by repositioning the straps around the ears.
- Wash hands often using warm water and soap. Wash for at least 20 seconds over the whole hand, tops and palms, including between the fingers.
- When warm soapy water is not available, use hand sanitizer (containing at least 60% alcohol) generously on the whole hand.
- Do not touch others, maintain 6 feet of physical distancing.

### **[Watch Washing Your Hands Video](#)**

**All individuals are REQUIRED to wear a face covering when on site. Face coverings will be worn at all times, except while eating or drinking. The face covering must cover both the mouth and nose.**

It is important to note that there is no exception from the Oregon Department of Education or the Oregon Health Authority regarding the use of a face mask when on campus. This requirement does not change when students are engaging in physical activity or music instruction.

### **Students**

Students will be asked to bring a clean face mask from home each day we have additional masks in the office if the need arise. Student face coverings must:

- Cover the mouth and nose
- Be clean and in good repair
- Fit snugly but comfortably against the side of the face
- Be constructed with two or more layers of non-porous cloth, or be a disposable surgical-type mask

The following are unacceptable types of face coverings:

- Masks that have exhalation valves or vents
- Face coverings made of lace or small holes



The Oregon Department of Education's Ready Schools, Safe Learners guidance requires everyone in a school facility to wear a face covering.

### **Staff**

Staff will be provided with a face covering, but may also choose to bring their own from home each day. Staff will be asked to ensure that their mask is clean each day (one day use for cloth face coverings is the guidance from health officials). If a staff member forgets their cloth face mask, a supply of disposable face masks will be available at each site. For most staff members, a cloth face covering will be sufficient for work within the school day. Certain staff members may be required to use a clear view face mask to support specific instructional objectives. This is of primary importance in language acquisition and communication with students who have specific learning needs. Specific PPE will be provided for the identified groups below or those who request it:

### **[Watch Wearing Cloth Face Coverings Video](#)**

Traffic flow and the parking lot are being analyzed to provide the best possible solution for a limited drop off window and lowest impact to overall traffic while maintaining physical distancing and overall safety.

- Students will be held on the buses at drop off time until it is their turn to line up for entry into school.
- Students will be held in certain areas of the campus, physically distant, for a screening prior to building entry or going to class, including those students arriving on school buses.
- Designated pickup and drop off sites will be marked for students to wait for the bus in order to maintain physical distance.
- No parents, guardians, or visitors are permitted to enter the building under any circumstance.

### **School Drop-Off**

When students arrive at school and they leave the vehicle, they will be held in certain areas, while maintaining six feet of physical distance, before being admitted into the building. Students will be assigned a specific entry point, and staff will visually screen students when they enter the building.

Once inside, students will have a screening and then head directly to their classroom, where staff will take attendance. Any student who appears ill will be sent to the office for further screening. If a student exhibits COVID-19 symptoms, a parent will be contacted to pick them up. Students must be picked up within a half hour of notification. Please ensure your emergency contact information is up-to-date. Students will be kept isolated from other students if they exhibit COVID-19 symptoms.

No visitors or volunteers will be admitted into the building. If you need to pick up a student, call the office when you arrive and the office will release your student to you.

### **School Pick-Up**

At the end of the school day, parents may pick up their students. Please keep student pick up plans consistent each day to avoid confusion. You should remain in your vehicle. Students will be released on a staggered basis to ensure physical distancing. Students will be assigned specific exit points.

Staff will ensure students who are picked up are sent to the correct vehicle. Students who walk home will be released and directed to go straight home. Students are encouraged to wear face coverings and maintain six feet of physical distance from others while they walk home.



All transportation staff and all students must wear face coverings on the bus. Students will be provided with a mask if they do not have one. Students must maintain six feet of physical distance from others while waiting to load the bus.

The windows on the bus will be down during transport to allow for maximum ventilation. For safety purposes the windows will not be lower than the first stop from the top. Passengers should dress appropriately, wearing warm clothing on cold days. The ventilation protocols will make the bus ride much colder than usual.

Students will have assigned seating on the buses to aid in contact tracing. Students from the same household will be seated together. It is important to understand that bus transport is the exception to the six foot rule of physical distancing.

Students may not eat or drink on the bus. Staff and students should wash their hands or use approved hand sanitizer after disembarking from the bus. Transportation staff will sanitize and disinfect the bus between each route drop-off, throughout the day.

### **Recess and Breaks**

Classes will be assigned specific times for recess and outdoor snack breaks. Students may be restricted to a specific area during recess to limit exposure to other cohorts. During outdoor snack breaks, students will be six feet apart and will eat in their designated area. Students must wash their hands, or use hand sanitizer, before eating, as well as before and after recess. Students must wear their face covering while at recess. They should dress appropriately for the weather, as they'll be out in the elements during recess.

### **Bathroom Breaks**

There is a limit to the number of students who are allowed into the restroom at a time due to physical space.

## **Water Bottle Filling Stations**

Water fountains are not operating in our schools to reduce the spread of germs. Instead, students may bring a water bottle, labeled with their name, and fill it at a designated water bottle filling station. It is recommended that students fill their water bottle at home before arriving at school to eliminate the need to wait to use the water bottle filling station. As is the case in all situations where students are required to form a line, students must maintain six feet of physical distance while waiting to fill their water bottles.



**All school meals are free for ALL students throughout the 2020-21 school year.**

When students leave school for the day, they will be provided with free lunch and meals for their at-home learning days (CDL).

Any questions about meals can be directed to our Nutrition Services Department at 503-633-2691.

**Our school will be thoroughly cleaned and disinfected by our custodial staff every evening. Throughout the day, staff will have access to supplies for cleaning hard surfaces that may become dirty.**

Each classroom has been provided with cleaning materials for use throughout the day. These materials contains non-toxic cleaning products so staff can address any high-touch, hard surfaces that may become contaminated.

Shared play and learning materials are not encouraged and use of those items will be minimized.

District facilities and maintenance staff will follow a stringent cleaning and disinfecting schedule, in compliance with regulations for infection control in public schools

Restrooms will be cleaned with a full disinfection conducted each evening. Custodians will conduct routine checks of the restrooms throughout the day and address soiled areas and high touch surfaces as needed.

**This handbook may be updated as protocols change. When updated, the handbook will include the update date on the cover page.**

If you have other concerns that are not addressed in this handbook, please contact your school principal.