

COVID-19

Procedures, Expectations and Guidance

Montpelier Elementary

Hallway

Expectation/Procedures/Guidance

Social Distancing
 Tape on ceiling to reinforce the "stay on the right side."
 Tape on ceiling will be at edge to reinforce side to side spacing.
 Need stop lines back from corners/classroom doors to allow space for cross traffic.
 Dots or marks on walls at "waiting areas" to indicate spacing.
 No hanging out in hallways.

Cafeteria

Expectation/Procedures/Guidance

Students need to be social distanced when seated
 Markings on floor to space students while they wait in line
 Tray disposal: Have trash cans rolled by them.
 Dismissal: Dismiss by section and by side (4 at a time)
 multiclass dismissal: have a spaced out spot for pickup.

Restrooms

Expectation/Procedures/Guidance

Restroom break schedules
 limitation on the number of students in a restroom at one time
 markers to indicate proper distancing
 cleaning of RR on continual basis
 No use of water fountain-each student will get a water bottle each morning
 Water filling station will be used

Drills

Expectation/Procedures/Guidance

Fire
 Social Distance requirements
 One way for the whole hall.
 Stay on the side.
 Only 2 lines in the hall at any time.
Tornado
 Space as much as possible
Hard Lockdown
 Space when possible (Student safety from immediate threat takes priority.)
 Follow Fire Drill procedures if needed when exiting the building.
Soft Lockdown
 No change
Earthquake
 No change
 Follow Fire Drill procedures afterwards.

General Classroom

Expectation/Procedures/Guidance

social distancing encouraged
 spacing of desks or spaced out students if using tables
 no shared supplies or storage areas unless proper sanitization occurs
 Students facing the same direction.
 All students will be supplied with 1 mask
 Teacher will be supplied with a face shield as well.

Technology

Expectation/Procedures/Guidance

Students will use their own devices for computer class.
 Devices will be wiped down after use
 Dividers will be used for any assessments
 Headphones provided if needed.
 No sharing technology of any kind.
 If computer lab is used it will be cleaned after use

Arrival

Expectation/Procedures/Guidance

Dropoff by bus number
Straight to class
Breakfast in the class
Staff will monitor the hallway before school to encourage social distancing.
Drop off times are as follows:
Car riders and Walkers: 7:30-7:46
Buses: 7:45
Special Needs bus 7:45
Preschool: 8:15

Dismissal

Expectation/Procedures/Guidance

BUS RIDERS
By bus number/ then grades
Bus riders will be called at 3:00

CAR RIDERS:
Parents stay in car (if possible)
Car Rider dismissal at 2:50
Students will be called over intercom

WALKERS: will be called at 3:10

SPECIAL NEEDS: dismissed at 2:30

No same day transportation changes can be made

Library

Expectation/Procedures/Guidance

Designated spots for exiting procedures.
No sitting on carpets.
Small groups of students browsing for books at a time.
Assigned seating in the library.
Students must stop at bathrooms and wash hands before and after each library
Primary students will use washable mats to sit on.
Books wiped down before being returned
Books will be quarantined for a minimum of 72 hours after being turned in.
All books are to be kept at school. No books will be allowed out of the building.

Gym

Expectation/Procedures/Guidance

Recess inside
Recess Pods or designated area for each class at recess
Each recess has their own recess bag.
Clean gym at the end of the day, if it was used.
Limit students laying or sitting on gym floor

PE Class
Utilize online recourse, when possible
Section off into areas for class.
Each Grade level has their own section when working.
Limit floor time as much as possible.
Sanitize areas used before and after.
Stop at bathrooms and wash hands before and after each class

Art Room

Expectation/Procedures/Guidance

social distancing
spacing of desks
no shared supplies or storage areas
Students facing the same direction.
each student will have individual art tray with supplies
wipe down areas used at the end of each class

Music Room

Expectation/Procedures/Guidance

Use computer curriculum
Each student will have their own instrument.
Social Distancing
Use instruments sparingly and wipe down afterwards
spacing of desks
no shared supplies or storage areas
Students facing the same direction.
Clean all areas used after each class

Recess

Expectation/Procedures/Guidance

Outdoor

encourage social distancing
cleaning of high traffic areas when needed-deeper cleaning at the end of each day
Separate entrance and exit to and from recess
Recess Pods or designated area for each class at recess
Separate activity bags will be used for each recess and will be cleaned daily

Inside

Recess Pods or designated area for each class at recess
Each recess has their own recess bag.
Clean gym at the end of the day, if it was used.
Limit students laying or sitting on gym floor