

# Maxwell Public Schools Return to School Plan

Thank you to everyone who contributed their opinions on our plan going forward. This will be our plan. With that said, things change daily. We will be continually looking at this plan and making adjustments to fit the current circumstances. We will continue to keep you in the loop if and when changes are made.

## Dial

In conjunction with West Central Health District and the rest of the health districts in the state, we will be utilizing the dial to create our plans. The dial is a regionalized health monitor that is color coded and will be used by districts across the state. It is broken down into 4 categories. Our school will be labeled as one of the 4 colors based upon what our current conditions in our community and surrounding areas are.



This plan is based upon yellow and orange on the dial. Green is normal. Red is an alternate setting. Our focus for this plan is to get you information on what it will look like when the dial reads yellow and orange for our district.

## Physical Classroom and Transitions

	Yellow	Orange
Classroom Arrangement	Typical classroom arrangements allowed	Distancing required. Barriers utilized when necessary
Groupings	Students allowed to work in small groups	No grouping will be allowed as students must remain social distanced when

		possible
Snacks	Snacks must be ready-to-eat. No use of microwave or refrigerator will be allowed	Snacks must be ready-to-eat. No use of microwave or refrigerator will be allowed
Water	Students will be allowed to carry a water bottle. All fountain use will be limited to the water bottle filling stations	Students will be allowed to carry a water bottle. All fountain use will be limited to the water bottle filling stations
Lockers	Lockers will be issued to students for use	Lockers will be issued to students for use. Access to lockers will be staggered by grade level to keep separation.
Dismissal	Dismissal to another class will occur as normal	Dismissal to another class will be staggered to avoid congestion in the hallways
Specials (p.e., music, art, ...)	Students will attend specials as normal	Specials teachers will go to the elementary classroom to conduct class.
Supplies	Students will be allowed to use community supplies in the classroom	Students will be required to use their own supplies and not allowed to share with anyone.

## Custodial and Health

	Yellow	Orange
Cleaning of Classroom	Classrooms cleaned after school each day by custodial staff. Spray bottle of disinfectant given to every classroom for cleaning throughout the day. Door knobs, handles, rails, and other high touch surfaces will be cleaned daily.	Classrooms will be deep cleaned by the custodial staff daily. Classrooms should be disinfected before each class begins. Spray bottles and wipes will be provided for this. Rooms cleaned as much as possible by custodial staff throughout the

		day. Door knobs, handles, rails, and other high touch surfaces will be cleaned twice a day.
Trash	Trash will be emptied frequently throughout the day.	Trash cans will be emptied frequently throughout the day.
Student Desks	Students will wipe down their desks prior to leaving the classroom.	Students will clean the desk when they leave the classroom and prior to snack time/lunch time for elementary students.
Cleaning End of Day	Restrooms, door knobs, handles, rails, high touch surfaces will be cleaned daily. Cleaning will follow CDC guidelines.	Restrooms, door knobs, handles, rails, high touch surfaces will be cleaned daily. Cleaning will follow CDC guidelines. Teachers will also wipe down all high usage areas throughout the classrooms.
Water Fountains	No use of faucets will be allowed. Water filling stations and water bottles will be allowed for student usage.	No use of faucets will be allowed. Water filling stations and water bottles will be allowed for student usage.
Playground	Playground usage as normal. Sanitize hands before and after usage.	Playground and outdoor activity allowed. Students cannot take equipment such as balls and jump ropes with them. Sanitize hands before and after usage. Playground equipment will be disinfected at least once per week by custodial staff.
Locker/Weight Room	Daily cleaning. Hand sanitizer before and after entering the locker room. Social distancing expected when possible. Showering recommended.	Daily cleaning. Hand sanitizer before and after entering the locker room. Locker room allowed before and after class to change. Locker room allowed before practice. Locker room is not allowed after practice as

		<p>students must go home immediately. Social distancing required at all times inside of the locker room. Capacity is limited to the amount of students that can social distance during use.</p>
<p>Visitor Restrictions</p>	<p>Visitors asked to sanitize hands upon entry. All visitors will sign a waiver to enter the building. Visitors will be encouraged to wear a mask if they enter the building. Visitors will be asked to minimize their time in the building and will only be allowed a maximum of 20 minutes. Temperatures will be checked at the office prior to entry. This includes classrooms, lunch room, office, and any other type of visits.</p>	<p>Visitors will be asked to sanitize hands upon entry. Visitors will sign a waiver to enter the building. All visitors will be required to wear a mask. Visitors will not be allowed into classrooms, lunch room, or other high traffic areas unless they are given permission by administration to do so. All visitors need to make an appointment and get approval for entry. Temperatures will be checked.</p>
<p>Protocol for Symptomatic Students</p>	<p>If a student displays symptoms that student will be sent to the nurse. Temperatures will be taken. If the temperature exceeds 100.4, that student will be tympanic checked. If the temperature still exceeds 100.4, that student will be required to put a mask on and parents will be called. The student will remain in the nurse's office until parents arrive. The nurse will escort the student to the parents at the front of the school building in the parking lot. Student must have either a negative test result for Covid-19 or a doctor's note stating that the symptoms are</p>	<p>If a student displays symptoms that student will be sent to the nurse. Temperatures will be taken. If the temperature exceeds 100.4, that student will be tympanic checked. If the temperature still exceeds 100.4, that student will be required to put a mask on and parents will be called. The student will remain in the nurse's office until parents arrive. The nurse will escort the student to the parents at the front of the school building in the parking lot. Student must have either a negative test result for Covid-19 or a doctor's note stating that the symptoms are</p>

	<p>from something else (strep, flu,...) in order to return. If student provides this note, they would follow the standard 24 hour fever free policy. If a student does not provide a negative Covid test or a note from a doctor stating that the symptoms were not from Covid, the student must quarantine for at least 10 days and must be fever free/medicine free for 24 hours prior to his or her return to school. Parents should contact the nurse to confirm a return to school date. A temperature check will be performed upon return.</p>	<p>from something else (strep, flu,...). If student provides this note, they would follow the standard 24 hour fever free policy. If a student does not provide a negative Covid test or a note from a doctor stating that the symptoms were not from Covid, the student must quarantine for at least 10 days and must be fever free/medicine free for 72 hours prior to his or her return to school. A temperature check will be performed upon return.</p>
<p>Protocol for Symptomatic Staff</p>	<p>Staff need to report to the nurse if they display symptoms. Staff members will get their temperature checked. If the temperature registers 100.4 or above, a tympanic check will be done. If the tympanic comes back at 100.4 or above, that staff member will be masked immediately. The staff member will need to go home through the closest entrance. Staff need to be fever free/medicine free for 72 hours and/or take a Covid-19 test and provide a negative result for re-entry.</p>	<p>Staff need to report to the nurse if they display symptoms. Staff members will get their temperature checked. If the temperature registers 100.4 or above, a tympanic check will be done. If the tympanic comes back at 100.4 or above, that staff member will be masked immediately. The staff member will need to go home through the closest entrance. Staff must provide either a negative Covid-19 test result or quarantine for at least 10 days while being fever free for at least 72 hours.</p>
<p>Clean Up Protocol for Covid-19 (bodily fluids)</p>	<p>Block off area to be cleaned.</p> <p>Remove all individuals within a 25 foot radius and ask all to wash hands immediately.</p> <p>Wear ppe such as gloves and</p>	<p>Block off area to be cleaned.</p> <p>Remove all individuals within a 25 foot radius and ask all to wash hands immediately.</p> <p>Wear ppe such as gloves and</p>

	<p>masks.</p> <p>Remove waste with paper towels or disposable rags.</p> <p>Blot up excess fluid and carefully dispose of soiled materials in a sealable bag (If needed use green sorb to absorb excess liquid).</p> <p>Start 25 feet from source moving inward disinfecting all surfaces.</p> <p>Double bag and remove soiled materials using closest exit to contaminated area and discard.</p> <p>Extract carpet with Hyper Maxx in the solution tank of the carpet cleaning machine.</p> <p>Wash hands.</p>	<p>masks.</p> <p>Remove waste with paper towels or disposable rags.</p> <p>Blot up excess fluid and carefully dispose of soiled materials in a sealable bag (If needed use green sorb to absorb excess liquid).</p> <p>Start 25 feet from source moving inward disinfecting all surfaces.</p> <p>Double bag and remove soiled materials using closest exit to contaminated area and discard.</p> <p>Extract carpet with Hyper Maxx in the solution tank of the carpet cleaning machine.</p> <p>Wash hands.</p>
<p>Masks</p>	<p>No masks required, but recommended and strongly encouraged in the building and on the bus.</p>	<p>Masks are required for both students and staff whenever social distancing is not possible.</p>
<p>Temperature Checks</p>	<p>Parents should take temperatures at home each morning. If the student has a temperature of 100.4 or higher, please keep your child home. If your student displayed other symptoms (cough, sore throat, fatigue, shortness of breath, loss of taste or smell, please keep your child home.</p>	<p>All students and staff members will be temperature checked each day. Those students who ride the bus will be checked prior to their parents pulling away. All other students and staff will be tested prior to entering the building. If students or staff have a temperature of 100.4, they will not be allowed into the bus/building and must follow protocol of symptomatic student/staff members.</p>

Hand Washing Sanitizer	Hand washing required after bathroom use. Sanitizer required after blowing your nose and any time you leave the classroom. Sanitizer will be provided by the school. Students can bring their own as well.	Hand washing required after bathroom use. Sanitizer required periodically throughout the day. Sanitizer required after blowing your nose or any time you leave the classroom.
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## Transportation

	Yellow	Orange
Drop Off	All parents need to drive into the parking lot of Hope Embraced Youth Outreach and process through the line to drop your child off at the bus. No child should be dropped off on the road. This can result in loss of bus privilege.	The bus parking lot will be set up for 3 different lines to drive through. Parents will drive through one of the lines to drop their child off. As the student gets out of the vehicle, they will be temperature checked. Parents are not to drive away until it is confirmed that the student is not running fever. When the student is ok, they will load the bus and parents may exit the property. Those parents dropping their child off at school will need to remain on the premises until your child passes the temp check and is admitted into the building.
Temperature Checks	Not required in yellow. Parents are encouraged to temperature check their kids every morning. If your child displays symptoms, please follow the symptomatic student protocol.	All students.

Masks	Not required for students but recommended. All drivers and paras on the bus will be wearing one.	Required for anybody who gets on the bus.
Seating	Seating will be by grade level as normal on the bus.	Seating will be by family first and then by grade level.
Hand Sanitizer	Students will need to sanitize when entering and exiting the bus.	Students will need to sanitize when entering and exiting the bus.
Exiting the bus	Elementary students will enter through the elementary doors. Junior high and senior high students will enter through the east activity entrance.	Elementary students will enter through the elementary doors. Junior high and senior high students will enter through the east activity entrance.
Disinfecting	Bus will be sprayed both morning and night.	Bus will be sprayed both morning and night.

## Food Services

For lunch services, the plan in yellow is to keep lunch as normal as possible. The plan for orange will be that students are served in the commons area with additional tables added to space students out. Students will have set entry and exit points. Food will be brought to the students and trash cans will be brought to them as well. Students will remain seated until they are released to go back to class..

	Yellow	Orange
Microwave	No microwave available.	No microwave available.
Lunch Badges	All lunch badges will be kept in a binder and scanned once child goes through the line.	Not applicable.
Transitioning to lunch room	All elementary students will	Students will have set entry



	line up in ABC order as they head to the cafeteria. High school and junior high will come down by classroom. This will assist in speeding up the scanning of badges.	and exit points. Students will be assigned a seat.
Hand Sanitizer	All students will sanitize prior to entering the cafeteria.	All students will sanitize prior to eating.
Waiting line	No students will enter the kitchen area. Students will make their selections and be served at the windows.	Not applicable.
Seconds	Seconds will still be made available for students.	No seconds will be allowed.
Seating	No more than 8 students at a table. Students must sit with their classmates. No intermixing of classes.	Assigned seats with no more than 4 at a table
Item selection	Students will make their choices while in the line.	Students will make a selection in the morning and the teacher will record it and turn it into the cafeteria.
Breakfast	Normal breakfast routine.	Students will be seated with no more than 4 at a table. Breakfast will be brought to them. Assigned entry and exit points for anyone eating breakfast.

## Substantial Spread

Our plan for substantial spread of the virus will be as follows:

Students will be divided into 2 groups. We will accommodate immediate families by putting them in the same group whenever possible. We do not see this being an issue at all. Group 1

will attend school on Monday and Tuesday. Group 2 will attend school on Thursday and Friday. When not in school, students will have virtual obligations that will be presented to extend the classroom into the home and further their learning. Specific details of this plan will be released if and when we are forced to go to this plan.