



# Covid-19 Teacher Handbook

\*Procedures and Protocol Subject to Change at Any Time

**Requirements for all**

- Maintain an updated Aeries gradebook for students
  - A's, B's and Distance Learners
- Submit grades on time for students
  - Quarter/Semester: all learners
  - Progress Report: "D" and "F" students only
- Maintain excellent communication with parents/students
  - Aeries Communication
  - Phone calls
  - Text messages
  - Email
  - Zoom/Meet
  - Carrier Pigeon, Telegraph, or Morse Code
- Maintain an updated Google Classroom
- Provide 240 minutes of daily instruction/work for all students
- Provide daily live instruction for all students both in person and virtually
- Conduct Formative and Summative Assessments either on site or virtually
- Identify struggling students. Discuss at your PLC team to start the Pre-SST/SST process
- Self screen every morning, before coming to school
- Follow CDC and County Public Health guidelines
- Promote healthy hygiene practices
- Wear face covering inside of all school buildings
- Have three days worth of prepared sub plans in the event of an unplanned absence

## **BUSINESS NOT AS USUAL**

Our return to school will be nothing like we remember prior to the March closure. Everyone will wear masks in the building. Temps will be taken prior to entering classrooms. You will only have a third of your students in the classroom at any given time. You will still be responsible for educating the other two thirds that are not in-seat. This is not an easy task that has been assigned to you. You will need to be very surgical and deliberate with all instruction. It will be of the utmost importance to target high value skills.

## **FIRST WEEK OF SCHOOL PROCEDURES**

- Go over how to line up and walk in a line while six feet apart
- Go over hand washing and how to use hand sanitizer
- Go over bathroom etiquette; one person per stall and handwashing afterward
- Go over only touching what is theirs and only theirs
- Go over how to properly wear a mask/when to take it off, etc (You can find [videos here](#))
- Discuss temperature check procedures (this information is also in the Parent/Students COVID-19 Procedures)
- Discuss Friday's schedule (it is just like what you are doing now --- Daily Check In with Asynchronous Work Assigned). Student's will need to understand that Friday's are work days, not a day off.
- Have students bring a water bottle with their name on it; they can fill their bottles up at any of our refill stations or classroom sinks; but we are not allowing use of the drinking fountain other than to fill up water bottles.

## **CAFETERIA AND MEALS**

HSMS students will pick up lunch after school is over. In addition to lunch, they will also be given breakfast for the following morning. The cafeteria staff are still determining the best procedure to get food to students. They will use the 10/5/2020 week to establish the procedures. I'd imagine there will be two stations for delivery. One by the busses, and one for kids walking home or getting picked up. Once they inform me of the procedure I'll let HSMS know.

## **CLEANING OF CLASSROOMS**

Disinfecting can take 15-20 minutes to complete and passing periods/breaks are only 10 minutes long. Classrooms will be cleaned after school by the custodial staff. This is compliance with CDPH guidelines. Teachers may choose to clean in between class sessions, but you are not required to complete that task. All classrooms will be outfitted with one plexiglass divider.

## **CONGREGATING ON CAMPUS**

Congregating on campus is not allowed. As soon as students arrive on campus, they are to report to their lines and stay socially distanced. During break/passing time, students may go to their classroom's mask break area. Please see the "mask area" map (page 22) for further detail of classroom locations.

## **DAILY AT HOME SELF SCREENING**

All staff will conduct this daily self screening at home before coming to school. Remember a fever isn't the only symptom of COVID-19. The primary symptoms are: cough, shortness of breath, difficulty breathing. Secondary symptoms are: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell. If you are sick, stay home, but don't forget to call in.

## SYMPTOM MONITORING

- All staff should do a daily symptom check at home, prior to coming to work/school.
- People with COVID-19 have had a [wide range of symptoms](#) reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
- **If you are experiencing any symptoms of illness, stay home**
- Report to your supervisor if you are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
- Quick [CDC symptom checker link](#)

### WHAT ARE THE SYMPTOMS?

Symptoms occur 2-14 days after an exposure.



### SICK LEAVE POLICIES & FFCRA

- Sick leave policies will be flexible to enable employees who are sick to stay home
- [The Families First Coronavirus Response Act](#) provides employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Generally, the Act provides that employees of covered employers are eligible for:
  - ***Two weeks (up to 80 hours) of paid sick leave*** at the employee's regular rate of pay where the employee is unable to work because the employee is ***quarantined*** (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
  - ***Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay*** because the employee is unable to work because of a bona fide ***need to care for an individual subject to quarantine*** (pursuant to Federal, State, or local government order or advice of a health care provider), ***or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19***, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
  - ***Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay*** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide ***need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19***.

## **QUALIFYING REASONS FOR LEAVE**

- Qualifying Reasons for Leave: Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:
  1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  2. has been advised by a health care provider to self-quarantine related to COVID-19;
  3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
  5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
  6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

## **COVID-19 MITIGATION**

A huge amount of time, effort, and care has gone into implementing recommended COVID-mitigation and prevention practices district-wide. Some best practices include social distancing, wearing masks/face coverings, regular use of hand sanitizer and hand washing, and ongoing cleaning, disinfecting, and sanitization routines.



**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent exposures. Provided PPE include:

- Masks (N95 upon request from health office)
- Hand sanitizer
- Face shields
- Plexiglass shields
- Cleaning solution
- Thermometer
- Hand soap
- Nitrile gloves (upon request from health office)

**Masks:** Face masks are an important part of employee/student protection, just as personal hygiene, social distancing, and frequent cleaning efforts. We highly encourage students to bring their own face masks. However, if a student does not have a face mask, one will be provided for them.

*\*\*\*Please note that social distancing should still be practiced even with the use of masks.*

*\*\*\*\*Students that refuse to wear masks will be sent home.*

**When do students (and staff) need to wear a mask at school?**

	<b>Indoors</b>	<b>Outdoors</b>
<b>Socially distanced 6'</b>	Mask ON	Mask Optional (OFF)
<b>Closer than 6' to others</b>	Mask ON	Mask ON



In addition to using PPE, staff and students must remember to:

- Wash hands often with soap and water for at least 20 seconds
- Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

### **MASKING CONCERNS BOTH VISITORS AND STUDENTS**

Any person entering the school buildings must have a mask on. If a visitor forgot their mask, a disposable mask will be provided in the office. No one is allowed to visit classrooms unless they have masks and are on official school business, e.g. IEP, 504, Teacher Conference, etc. The main doors will be the only doors unlocked. Those doors are the access points for all people that aren't students or staff. If a teacher or staff member sees a person without a mask on, kindly remind them to wear their mask and help contain the spread of COVID. Any student or staff member that continually violates the masking protocols will be disciplined progressively. In the classroom teachers are the primary enforcer of masking violations. If a student refuses to wear a mask properly or not at all, remind them of proper wear. If the student still is in violation, send them to the Vice Principal's office for assertive discipline.

### **BUSD SPECIALISTS**

All BUSD employees including specialists (Speech and Language, APE, etc) and BUSD vendors (OT/PT contracted through Northern Inyo Hospital) have been provided with PPE. If anyone runs out, we have a supply in the health office.

### **What if I become ill at school?**

If an employee or student becomes ill on campus/district, he/she will immediately report to the health office **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, they will be immediately provided with a mask and gloves. It will be explained that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee or student should not be provided.*
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### **WHAT IF YOU HAVE SYMPTOMS?**

Please do not come to school if you have symptoms. Notify a school administrator and front office immediately if you are experiencing COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case. Do not rely on email or text. Make the phone call, so we can act as fast as possible. Derek: 760-920-5802 Danielle: 559-977-5867

### **SCHOOL HOURS FOR ONSITE STUDENTS**

The schedule below displays the start and end times for on campus students. Please note that students will be directed to line up in their designated areas upon arrival, they will get temps checked in line prior to entering class. There will be no student movement between classes without a teacher escort. Please note that students enrolled in DL must stay in DL until the end of each semester. At the end of the semester, DL students may move to in-seat instruction. See next page for the hybrid schedule.

# Continue to next page

Times		Monday - Thursday	Friday
8:05 - 8:35 AM	30	Homeroom / Daily Check-In for all (A / B / DL)	Homeroom / Daily Check-In for all
8:35 - 8:45 AM	10	Break (Mask Break / Screen Break)	Screen Break
8:45 - 9:45 AM	60	Period 1 or 2	Office Hours / Individual Student or Small Group Support
9:45 - 10:00 AM	15	Break (Mask Break / Screen Break)	Asynchronous Learning in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	Period 3 or 4	
11:00 - 11:10 AM	10	Break (Mask Break / Screen Break)	
11:10 - 12:10 PM	60	Period 7 or 6	
12:10 - 12:50 PM	40	Lunch	Lunch
12:50- 1:20 PM	30	DL Period 1 or 2	Independent Work or Outdoor Physical Activity
1:20 - 1:25 PM	5	Break	
1:25 - 1:55 PM	30	DL Period 3 or 4	
1:55 - 2:00 PM	5	Break	
2:00 - 2:30 PM	30	DL Period 7 or 6	
2:30 - 3:15 PM	45	Prep	Early dismissal (2:15)

\*\*Passing period of no more than four(4) minutes will be built into each instructional block. Instruction must begin by 8:49, 10:04, & 11:14.

\*\*Lunch will be provided to students who want them as a "to-go" option for students..

### **CAN TEACHERS REQUIRE LIVE SIMULTANEOUS A/B DL INSTRUCTION?**

Some teachers are happy to deliver a live lesson to the in-seat and DL at the same time. Others are not comfortable with this approach. The bottom line is...yes you can require live and simultaneous instruction for your class if you are comfortable with that approach. You must provide a video for the DL's if you don't go live.

### **STUDENT MOVEMENT DURING SCHOOL**

Students will line up at the classroom numbers, socially distanced (this may take some time). Teachers will meet students at the lines and walk the class to each classroom following the "movement map" (page 21). When class finishes, Teachers will walk the students back to the classroom numbers. At that time, students can "mask-break" in the designated mask break areas, staying socially distanced. When the break ends, students will line up at the next classroom number, and the above process will repeat. There will be no mass movements of students in the building (Except for coming and going to class with a teacher escort, using the movement map).

### **SOCIAL DISTANCING**

- Social distancing is an effective way to prevent potential infection. HSMS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.
- Traffic Flow – HSMS is not an ideal campus for one way traffic. However, following the movement map for mass movements, will greatly diminish any wandering. Signage is placed all over the campus to remind of the social distancing requirement of 6 feet.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided; Zoom or Google Meet meetings should occur in order to hold these meetings

- Classroom desks have been spaced 6 feet apart (when applicable)
- Students will be limited to interactions within their classrooms if on site or in their designated areas.
- **THERE WILL BE NO CONGREGATING BEFORE OR AFTER SCHOOL**; students will be directed to line up in their designated spots as soon as they arrive and as they wait for the bus.
- There will be no field trips at this point in time; taking your class to the Coso by yourself is “ok.”
- There will be no sports or activities until further notice.

### **STUDENT RESTROOM USAGE**

Administration and support staff will supervise during breaks. No more students than the amount of stalls will be allowed in any restroom at a given time. During class time, students will use the nearest restroom, unless an IEP/504 stipulates use of the Health Office. Teachers will only allow one student to utilize the restroom at any given time. Teachers will stress the importance of hand washing and proper hygiene. Regular cleaning will occur.

### **STUDENT DROP OFF**

Students will be dropped off at the traditional spots in front of HSMS. These spots are the coned-off zone, sidewalk next to the BUHS football field, and in the bus parking lot. Students are required to have masks on, during this transition from home to school. It is important to remember students may have many items with them, since lockers will not be in use this school year. Since we are not allowing students to congregate, they will walk directly to their classroom number area, and line up, socially distanced. Parents will not be permitted to walk students to classes or be on campus, with one exception, official school business in the main office or official meetings. Remember, students are not permitted in the building without an official escort from a teacher and all doors are to be locked at all times, except for the doors in front of the school.

### **BEFORE SCHOOL SUPERVISION**

Support staff and administration will supervise the school yard prior to the start of school. Prior to the start of the school day, students will not be permitted to enter the mask break areas. They are only allowed to line up, socially distanced, at their designated spots (page 20). Upon the student return to campus, HSMS office staff will revert back to staggered office hours, ensuring that any questions from the public can be addressed before 8:00 AM.

### **STUDENT PICK UP**

Student Pick up will occur as it always has, in front of the school. The only difference is students will be required to wear masks until they are inside their vehicles.

### **TEMPERATURE CHECKS START THE DAY**

ALL students will receive temperature checks prior to stepping foot in a classroom. The temperature checks will occur at the classroom line-up zone, see the “line-up/temp check” map (page 20). Teachers will use the district provided touchless thermometer and take each student's temperature, before moving the class into any classroom. Teachers will follow the “movement map” to enter and exit the classroom. Students must not have a fever of 100.4 or above; if a student does have a fever, he or she will be directed to the health office for further screening. Teachers will understand that further screening may indicate that the student is able to stay in school. If this is the case, he/she will be directed back to class, to continue in-seat instruction.

**\*Please note students arriving late will be screened in the office as they pick up tardy slips. A student without a tardy slip has not been screened, send those students to the office immediately.**

## **MASK BREAKS**

Students will be allowed to take a mask break during the 10 minute break between instructional blocks of time. They must stay in their designated mask break area and they must maintain six feet of social distance. See the “mask break area” map (page 22).

## **AFTER SCHOOL SUPERVISION**

- As long as we are on the A/B schedule, after school duty runs Monday - Thursday.
- All duties are one week commitments.
- If you cannot make your duty, please plan ahead and trade with someone.
- Notify substitute teachers of your duty.
- Crosswalk - Please pick-up the stop sign from the office and head out to the crosswalk in front of the school.
- Fence - Please make sure that students do not walk in front of the buses while they are in the lot. Send students around the bus lot
- Bus Line - Have students line -up for their bus and monitor/supervise students
- All duties locations are subject to change based upon school needs

### **Home Street Middle School ~ PM Duty Schedule for 2020 / 2021**

<b>Week of:</b>	<b>Crosswalk</b>	<b>Fence</b>	<b>Bus Line</b>
8/17 - 8/21	Alexander	Connor	Maloney
8/24 - 8/28	Fuchs	Ginter	B Kuhl
8/31 - 9/4	Willy	Routt	Johnston
9/7 - 9/11	B Daugherty	D Kuhl	Hernandez
9/14 - 9/18	Batcheller	Usher	DesRochers



Updated 10/1/2020

<b>Week of:</b>	<b>Crosswalk</b>	<b>Fence</b>	<b>Bus Line</b>
9/21 - 9/25	Gianopoulos	Popp	Owens
9/28 - 10/2	Martinez	Fulkerson	Schneider
10/5 - 10/9	Tonseth	Alexander	Connor
10/12 - 10/16	Maloney	Fuchs	Ginter
10/19 - 10/23	B Kuhl	Willy	Routt
10/26 - 10/30	Johnston	B Daugherty	D Kuhl
11/2 - 11/6	Hernandez	Batcheller	Usher
11/9 - 11/13	DesRochers	Gianopoulos	Popp
11/16 - 11/20	Owens	Martinez	Fulkerson
11/23 - 11/25	Schneider	Tonseth	Alexander
11/30 - 12/4	Connor	Maloney	Fuchs
12/7 - 12/11	Ginter	B Kuhl	Willy
12/14 - 12/18	Routt	Johnston	B Daugherty
1/4 - 1/8	D Kuhl	Hernandez	Batcheller
1/11 - 1/15	Usher	DesRochers	Gianopoulos
1/18 - 1/22	Popp	Owens	Martinez
1/25 - 1/29	Fulkerson	Schneider	Tonseth
2/1 - 2/5	Alexander	Connor	Maloney
2/8 - 2/12	Fuchs	Ginter	B Kuhl
2/15 - 2/19	Willy	Routt	Johnston
2/22 - 2/26	B. Daugherty	D Kuhl	Hernandez
3/1 - 3/5	Batcheller	Usher	DesRochers
3/8 - 3/12	Gianopoulos	Popp	Owens

Week of:	Crosswalk	Fence	Bus Line
3/15 - 3/19	Martinez	Fulkerson	Schneider
3/22 - 3/25	Tonseth	Alexander	Connor
4/5 - 4/9	Maloney	Fuchs	Ginter
4/12 - 4/16	B Kuhl	Willy	Routt
4/19 - 4/23	Johnston	B Daugherty	D Kuhl
4/26 - 4/30	Hernandez	Batcheller	Usher
5/3 - 5/7	DesRochers	Gianopoulos	Popp
5/10 - 5/14	Owens	Martinez	Fulkerson
5/17 - 5/21	Schneider	Tonseth	Alexander

**SMOKE DAYS**

Smokey days will be handled like snow days. The Superintendent will make that call and notify the school district. In the event of this ecological crisis, all students will stay home and “distance learn” until the event is called off, and both students and staff are allowed in school. In addition, we will work off of the distance learning schedule we are currently using.

Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:20 AM	20	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:30 - 9:50 AM	80	Period 1	Period 2	Period 1	Period 2	Office Hours
9:50 - 10:00 AM	10	BREAK	BREAK	BREAK	BREAK	
10:00 - 11:20 AM	80	Period 3	Period 4	Period 3	Period 4	Enjoy your weekend!
11:20 - 11:30 AM	10	BREAK	BREAK	BREAK	BREAK	
11:30 - 12:50 PM	80	Period 7	Period 6	Period 7	Period 6	
12:50 - 1:25 PM	35	LUNCH	LUNCH	LUNCH	LUNCH	
1:30 - 2:15 PM	45	Office Hours	Office Hours	Office Hours	Office Hours	

## **LOCKER USAGE**

All HSMS lockers have been zip-tied for the 2020-2021 school year. In the event we come back to school under more normalized learning conditions, the lockers will be used again. With lockers not being used, it helps to mitigate the spread of C-19. Students will be carrying their supplies to and from school.

## **STUDENT CELL PHONES**

The cell phone policy in effect last year, will remain in effect this school year as well. They are to be off and put away. Students can use their phone if it's part of a teacher's instruction for the lesson, but must immediately put it away upon completion of the task.

## **SCHOOL RECLOSURE**

If our Covid number skyrocket and we are forced to reclose school, we will follow the guidelines provided by CDPH and the Inyo County Health Department, as well as the State Board of Education. HSMS will revert back to the teaching model used during the first quarter of school. In this model all students are distance learners, and HSMS will follow the schedule on page 17.

## **DISTANCE LEARNING TEACHER EXPECTATIONS**

- Abide by the daily number of minutes for synchronous/asynchronous learning for grades 4-12 (240 minutes)
- Daily "live" interaction with teacher and peers for about 30 minutes
- Daily participation minutes (includes online instruction as well as "time value" of daily assignments:
- Daily live instruction for all classes
- Maintain Aeries Gradebook and Google classroom

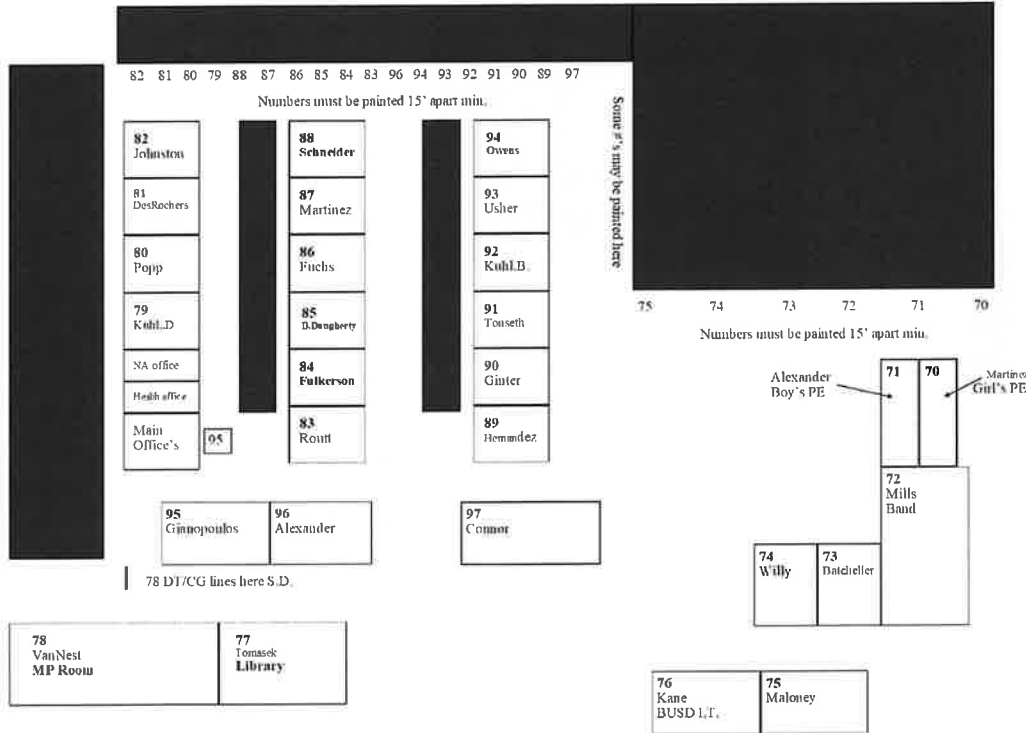
### **Substitute Teacher Procedures for DL**

- 1) Put into AESOP the date in which you need a substitute.
- 2) After you have put in AESOP that you need a sub, let Brenda know and she will give you a generic email to use, then she will give the sub the same generic email when they check in.
- 3) The teacher will set up a Zoom link for the sub to conduct “daily live interaction” with students; you can also have the sub make up the Zoom meeting and share the link with students (either way, this needs to be communicated clearly to the sub).
- 4) The teacher will need to make the sub a co-host on Zoom if the teacher decides to create the Zoom link.
- 5) The teachers can have a slide show or doc with assignments for the day so subs know what students are asked to do. This link can be sent to the generic sub email. Teachers can also set up a separate Google Classroom instead of creating a slideshow or doc.
- 6) Subs will be provided a laptop and it is up to the teacher if they want the sub in their room or not; if not, please let Moisant or Grate know so we can find another area for the sub to work in.
- 7) Subs will be available at “designated times” (e.g., office hours) throughout the day via Zoom to assist students; please communicate these “office hour” times to your students and sub.

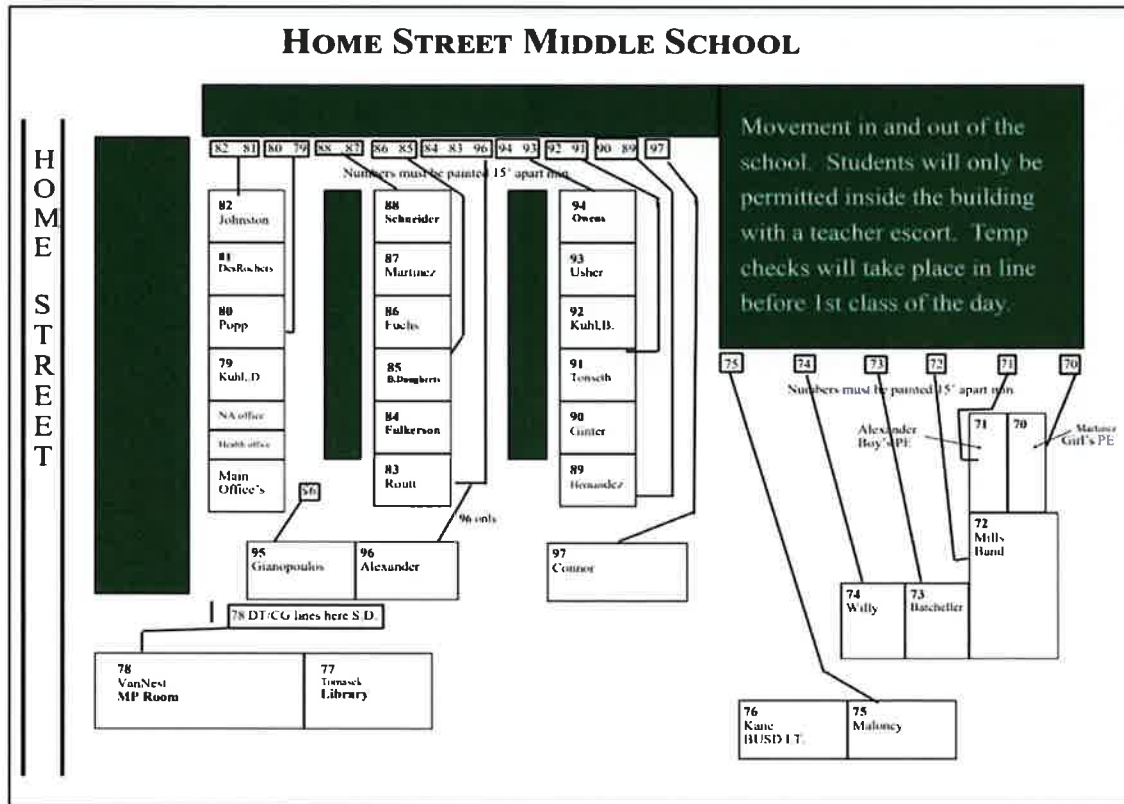
**Line-up/Temp-Check Area**

**HOME STREET MIDDLE SCHOOL**

HOME STREET



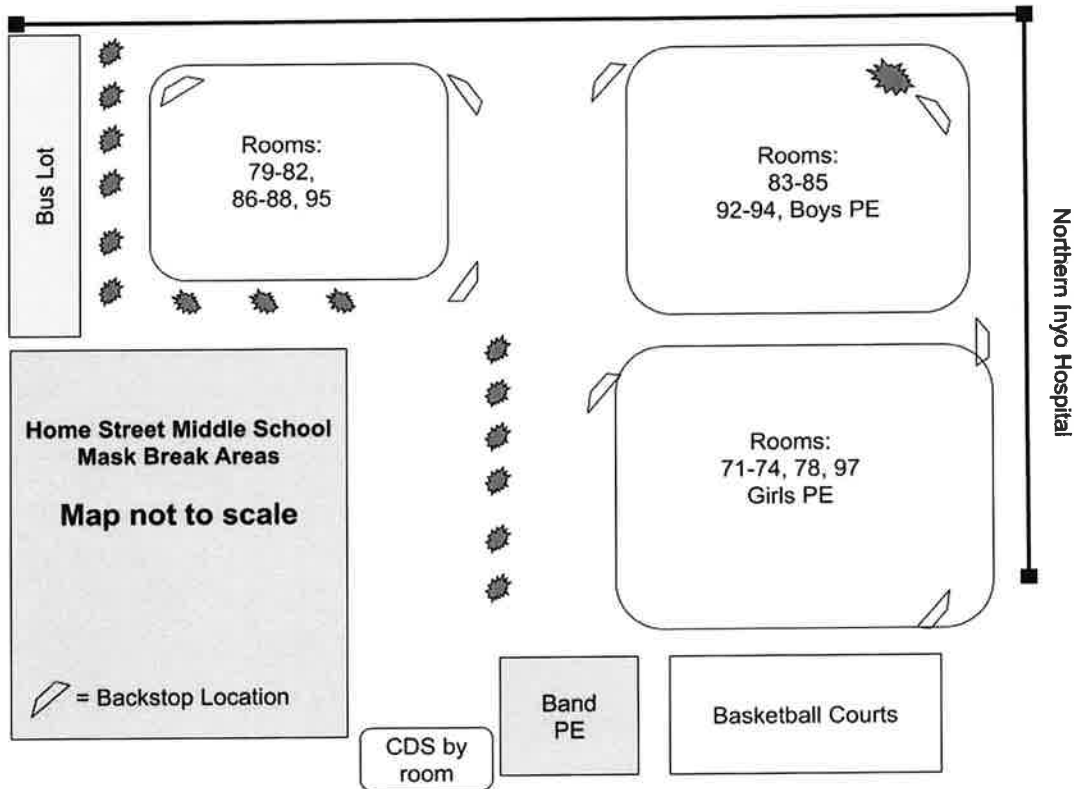
### **Movement Map**



\*Please note the lines show the direction in which staff and students will walk when entering and leaving a building, with students.

# Mask Break Area

Line Street-HWY 168



## **Realizations**

I tried to make this an all encompassing document, but I'm not delusional and I know that I didn't think of every topic or scenario. For example, outside spaces (feel free to use outside spaces, just maintain social distance).

Please ask questions and I'll answer all of them. If I don't have one for you, I'll research one and get you the most up to date information.

## **USEFUL RESOURCES**

- [COVID Exposure Protocol](#)
- [BUSD COVID Prevention Handbook](#)
- [Staff Home Screening](#)
- [CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools](#)
- [Smoke, guidance as to when to consider closing school](#)
- [This is the site we'll be referring to for our smoke levels](#)



Updated 10/1/2020



# Covid-19

# Parent/Student Handbook

\*Procedures and Protocol Subject to Change at Any Time

## **Purpose**

As HSMS transitions to a “hybrid” model of learning (10/19/2020), where some students attend class in person and others learn from a distance, we want to ensure that we are all following Covid-19 safety protocols. Following current safety protocols from both the state/county health departments and the Centers for Disease Control (CDC) gives HSMS the best chance of keeping students and staff safe and healthy, allowing HSMS to stay in an “open” configuration for the remainder of this Covid-19 pandemic.

## **BUSINESS NOT AS USUAL**

Our return to school will be nothing like we remember prior to the March closure. Everyone will wear masks in the building. Temperatures will be taken prior to entering classrooms. Students will only have a third of their peers in the classroom at any given time. Students will not be permitted to mingle before, during, or after school as in years past. Physical Education will be socially distanced, just as all interactions throughout the day will be. There will be constant talk of personal hygiene, hand washing, sanitization, etc.. Students will be “in school” two days per week and distance learning three days per week. It will be of great importance to complete all assigned work. More so than in years past. Some elements of distance learning will remain the same, some will look different. Your teachers will explain it all to you.

## **FIRST WEEK OF SCHOOL PROCEDURES**

Guardians and students expect many differences in the return to school procedures. Teachers will be going over the following concepts and probably several more that are specific to their classes.

- Students will learn to line up and walk in a line while six feet apart

Updated 10/1/2020

- Students will learn hand washing and how to use hand sanitizer
- Students will learn bathroom etiquette; one person per stall and handwashing afterward
- Students will learn only touching what is theirs and only theirs
- Students will learn to properly wear a mask/when to take it off, etc (You can find [videos here](#))
- Discuss temperature check procedures and the reason for them
- Discuss Friday's schedule (it is just like what you are doing now --- Daily Check In with Asynchronous Work Assigned).
- Student's will need to understand that Friday's are work days, not a day off.
- Students bring a water bottle with their name on it; they can fill their bottles up at any of our refill stations or classroom sinks; but we are not allowing use of the drinking fountain other than to fill up water bottles.

### **Before Sending Students to School**

All parents/guardians will conduct this [daily self screening](#) at home before sending students to school. Remember a fever isn't the only symptom of COVID-19. The primary symptoms are: cough, shortness of breath, difficulty breathing. Secondary symptoms are: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell. If your student is sick keep them home, but don't forget to call the attendance clerk (760 872-1381). Please see the infographic on the next page.

## SYMPTOM MONITORING

- All staff should do a daily symptom check at home, prior to coming to work/school.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
- **If you are experiencing any symptoms of illness, stay home**
- Report to your supervisor if you are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
- Quick [CDC symptom checker link](#)

### WHAT ARE THE SYMPTOMS?

Symptoms occur 2-14 days after an exposure.



## **COVID-19 MITIGATION**

A huge amount of time, effort, and care has gone into implementing recommended COVID-mitigation and prevention practices district-wide. Some best practices include social distancing, wearing masks/face coverings, regular use of hand sanitizer and hand washing, and ongoing cleaning, disinfecting, and sanitization routines.



## **CLEANING OF CLASSROOMS**

Disinfecting can take 15-20 minutes to complete and passing periods/breaks are only 10 minutes long. Classrooms will be cleaned after school by the custodial staff. This is compliance with CDPH guidelines. Teachers may choose to clean in between class sessions, but are not required to complete that task. All classrooms will be outfitted with a plexiglass divider to help mitigate the spread of Covid-19, when students and teachers need to interact at a range that is closer than six feet.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent exposures. Classroom Teachers and school staff have been provided with PPE:

Updated 10/1/2020

- Masks
- Hand sanitizer for the classroom
- Face shields allowing students to see facial expressions while teaching
- Plexiglass shields for close up instruction
- Cleaning solution for the classroom
- Thermometer
- Hand soap for the classroom

**Masks:** Face masks are an important part of employee/student protection, just as personal hygiene, social distancing, and frequent cleaning efforts. We highly encourage students to bring their own face masks. However, if a student does not have a face mask, one will be provided for them.

*\*\*\*Please note that social distancing should still be practiced even with the use of masks.*

*\*\*\*\*Students that refuse to wear masks will be sent home.*

**When do students (and staff) need to wear a mask at school?**

	<b>Indoors</b>	<b>Outdoors</b>
<b>Socially distanced 6'</b>	Mask ON	Mask Optional (OFF)
<b>Closer than 6' to others</b>	Mask ON	Mask ON

In addition to using PPE, students must remember to:

- Wash hands often with soap and water for at least 20 seconds

Updated 10/1/2020

- Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## **MASKING CONCERNS BOTH VISITORS AND STUDENTS**

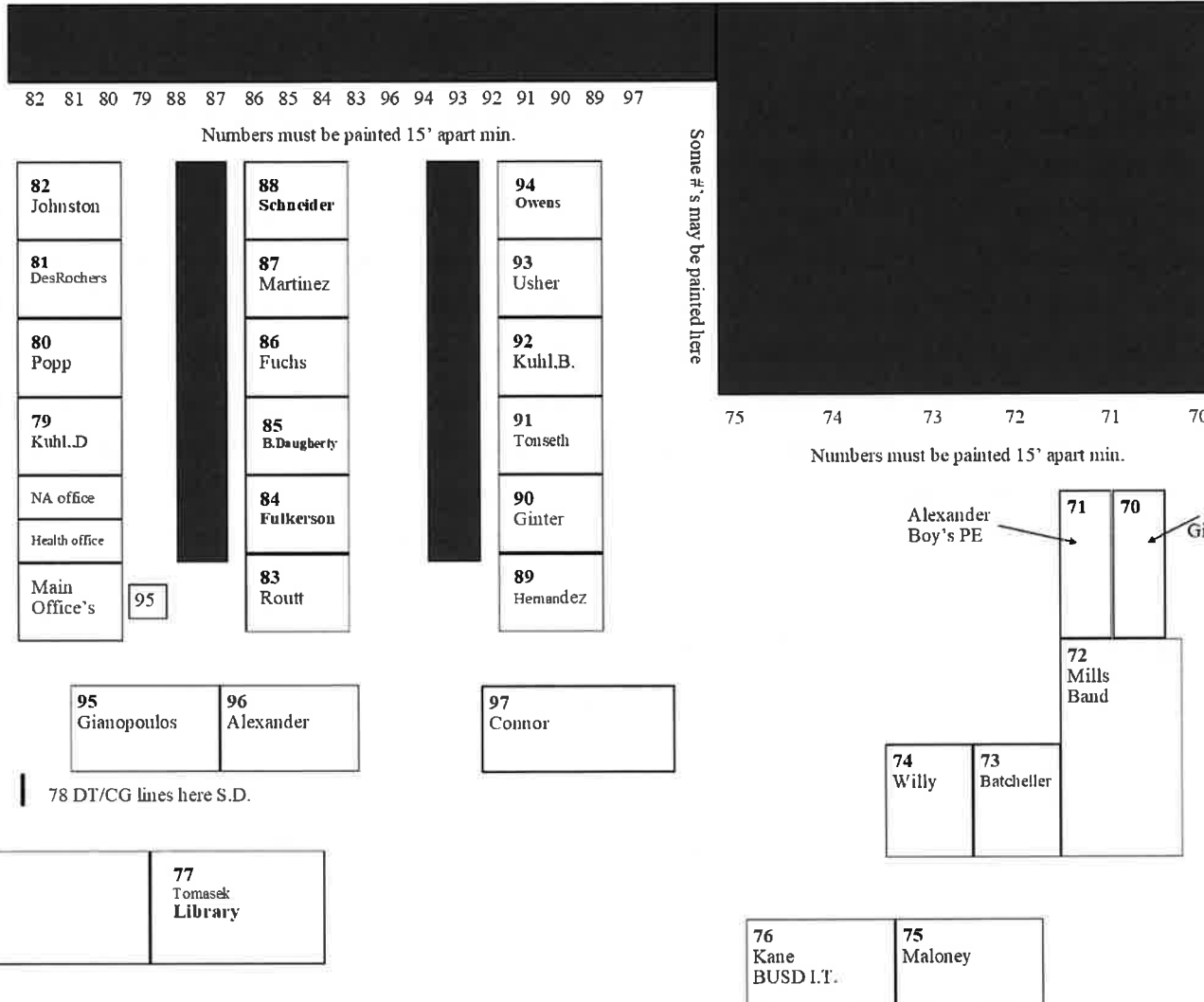
Any person entering the school buildings must have a mask on. If a visitor forgot their mask, a disposable mask will be provided in the office. No one is allowed to visit classrooms unless they have masks and are on official school business, e.g. IEP, 504, Teacher Conference, etc. The main doors will be the only doors unlocked. Those doors are the access points for all people that aren't students or staff. If a teacher or staff member sees a person without a mask on, they will kindly remind that person to wear their mask and help contain the spread of COVID-19. If the visitor refuses to wear a mask, they will not be permitted into the school until they comply with our masking policy. In the classroom teachers are responsible for proper masking. If a student refuses to wear a mask properly or not at all, that student will be reminded of proper mask wear. If the student continues with inappropriate wearing of a mask, a meeting with school administration will need to occur.

## **CONGREGATING ON CAMPUS**

Congregating on campus is not allowed. As soon as students arrive on campus, they are to report to their classroom "numbers," which are stenciled onto the blacktop, immediately south of the main campus buildings (see map on the next page). While in line, they must stay socially distanced at six feet apart. During break/passing time, students may go to their classroom's mask break area, which will be explained later in this document.

# HOME STREET MIDDLE SCHOOL

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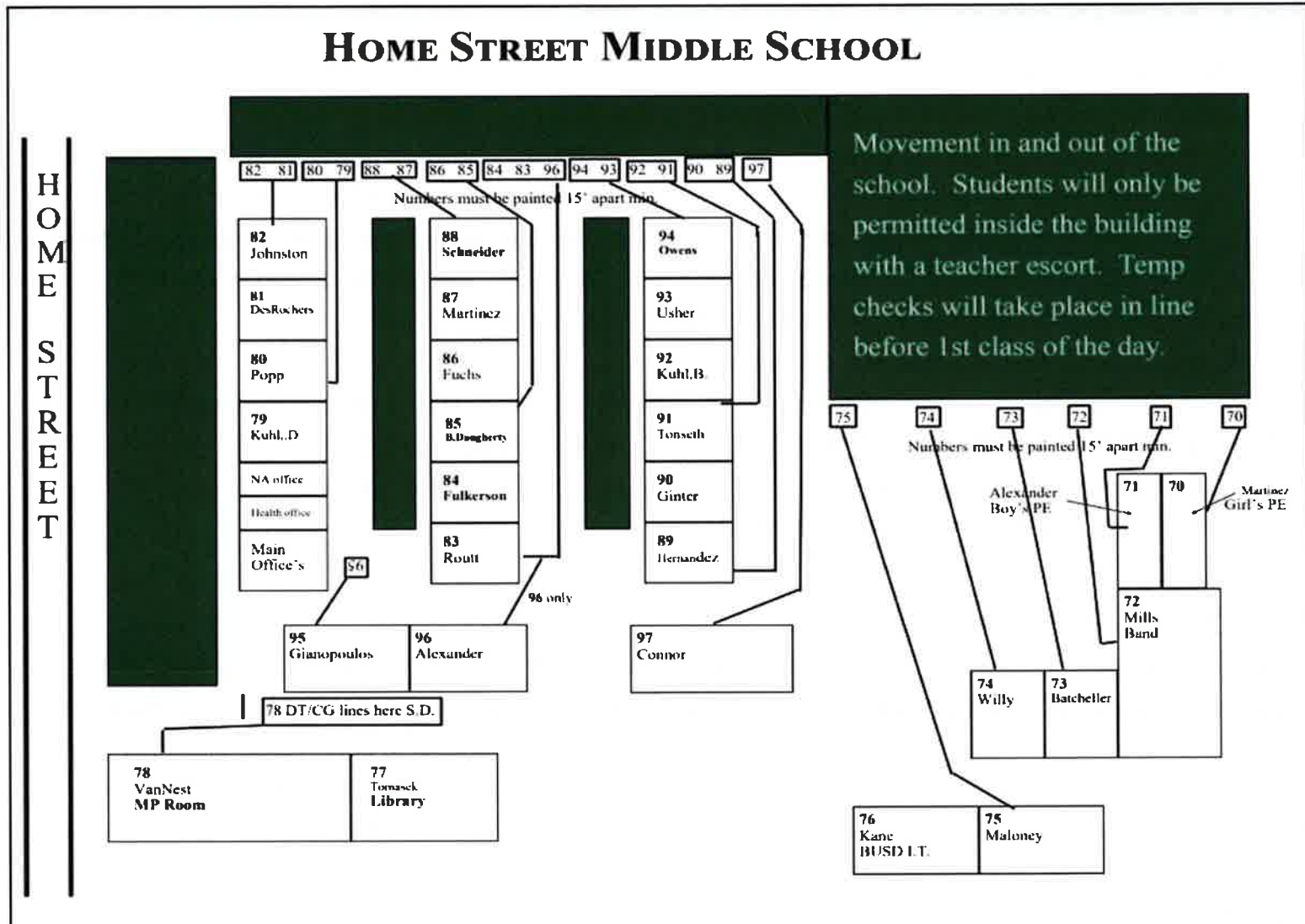


## **SOCIAL DISTANCING**

- Social distancing is an effective way to prevent potential infection. Students, teachers, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.
- Traffic Flow – HSMS is not an ideal campus for one way traffic. However, following the movement map for mass movements, will greatly diminish any wandering. Signage is placed all over the campus to remind of the social distancing requirement of 6 feet. ***Please see the student movement map on the following page.***
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided; Zoom or Google Meet meetings should occur in order to hold these meetings
- Classroom desks have been spaced 6 feet apart
- Students will be limited to interactions within their classrooms if on site or in their designated areas.
- ***THERE WILL BE NO CONGREGATING BEFORE OR AFTER SCHOOL;*** students will be directed to line up in their designated spots as soon as they arrive and as they wait for the bus.
- There will be no sports or activities until further notice.

## **STUDENT DROP OFF**

Students will be dropped off at the traditional spots in front of HSMS. These spots are the coned-off zone, sidewalk next to the BUHS football field, and in the bus parking lot. Students are required to have masks on, during this transition from home to school. Since we are not allowing students to congregate, they will walk directly to their classroom number area (page 8 map), and line up, socially distanced. Parents will not be permitted to walk students to classes or be on campus, with one exception, official school business in the main office or official meetings. Remember, students are not permitted in the building without an official escort from a teacher and all doors are to be locked at all times, except for the doors in front of the school.



## **SCHOOL HOURS FOR ONSITE STUDENTS**

The schedule below displays the start and end times for on campus students. Please note that students will be directed to line up in their designated areas upon arrival, they will get temps checked in line prior to entering class. There will be no student movement between classes without a teacher escort. Please note that students enrolled in DL must stay in DL until the end of each semester. At the end of the semester, DL students may move to in-seat instruction.

Times		Monday - Thursday	Friday
8:05 - 8:35 AM	30	Homeroom / Daily Check-In for all (A / B / DL)	Homeroom / Daily Check-In for all
8:35 - 8:45 AM	10	Break (Mask Break / Screen Break)	Screen Break
8:45 - 9:45 AM	60	Period 1 or 2	Office Hours / Individual Student or Small Group Support
9:45 - 10:00 AM	15	Break (Mask Break / Screen Break)	Asynchronous Learning in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	Period 3 or 4	
11:00 - 11:10 AM	10	Break (Mask Break / Screen Break)	
11:10 - 12:10 PM	60	Period 7 or 6	
12:10 - 12:50 PM	40	Lunch	Lunch
12:50 - 1:20 PM	30	DL Period 1 or 2	Independent Work or Outdoor Physical Activity
1:20 - 1:25 PM	5	Break	
1:25 - 1:55 PM	30	DL Period 3 or 4	
1:55 - 2:00 PM	5	Break	
2:00 - 2:30 PM	30	DL Period 7 or 6	
2:30 - 3:15 PM	45	Prep	Early dismissal (2:15)

*\*Lunch will be provided to students who want them as a "to-go" option for students*

*\*Synchronous: Being taught live with a teacher and kids, no matter at home or school*

*\*Asynchronous: Being taught by video or self-initiated after hours*

## **BEFORE SCHOOL SUPERVISION**

Support staff and administration will supervise the school yard before the start of school. Prior to the start of the school day, students will not be permitted to enter the mask break areas. They are only allowed to line up, socially distanced, at their designated spots (page 8).

## **TEMPERATURE CHECKS START THE DAY**

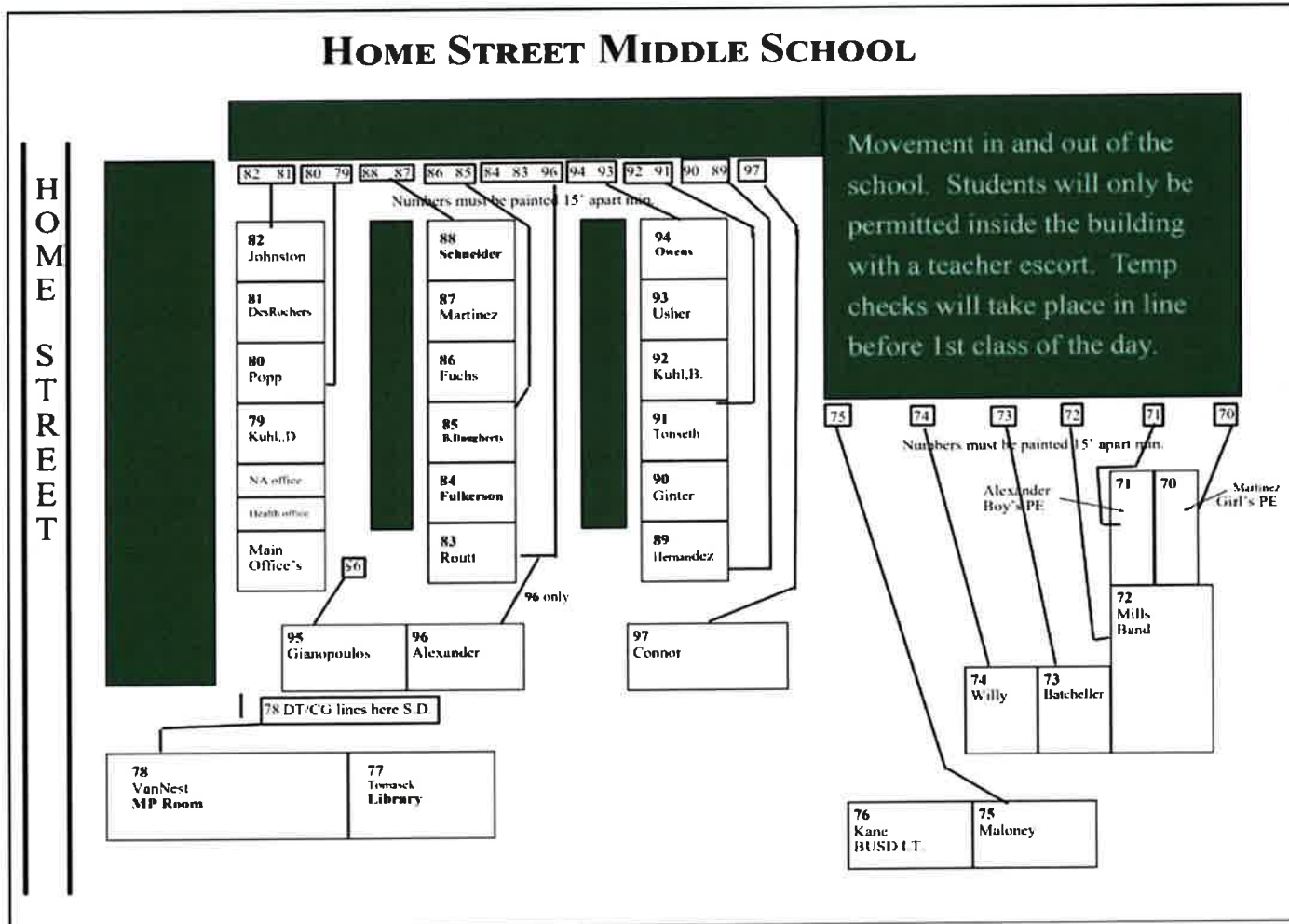
ALL students will receive temperature checks prior to stepping foot in a classroom. The temperature checks will occur at the classroom line-up zone, see the “line-up/temp check” map (page 8). Teachers will use the district provided touchless thermometer and take each student's temperature, before moving the class into any classroom. Teachers will follow the “movement map” to enter and exit the classroom. Students must not have a fever of 100.4 or above; if a student does have a fever, he or she will be directed to the health office for further screening. Teachers will understand that further screening may indicate that the student is able to stay in school. If this is the case, he/she will be directed back to class, to continue in-seat instruction.

***\*Please note students arriving late will be screened in the office as they pick up tardy slips. A student without a tardy slip has not been screened, and will be sent to office for screening.***

## **STUDENT MOVEMENT DURING SCHOOL**

Students will line up at the classroom numbers, socially distanced (this may take some time). Teachers will meet students at the lines and walk the class to each classroom following the “movement map” (page 13). When class finishes, Teachers will walk the students back to the classroom numbers. At that time, students can “mask-break” in the designated mask break areas, staying socially distanced. When the break ends, students will line up at the

next classroom number, and the above process will repeat. There will be no mass movements of students in the building (Except for coming and going to class with a teacher escort, using the movement map).



## **CAFETERIA AND MEALS**

HSMS students will pick up lunch after school is over. In addition to lunch, they will also be given breakfast for the following morning. The cafeteria staff are still determining the best procedure to get food to students. They will use the 10/5/2020 week to establish the procedures. Remember HSMS will not start until 10/19/2020, so we will have a good baseline to establish procedures, before our return.

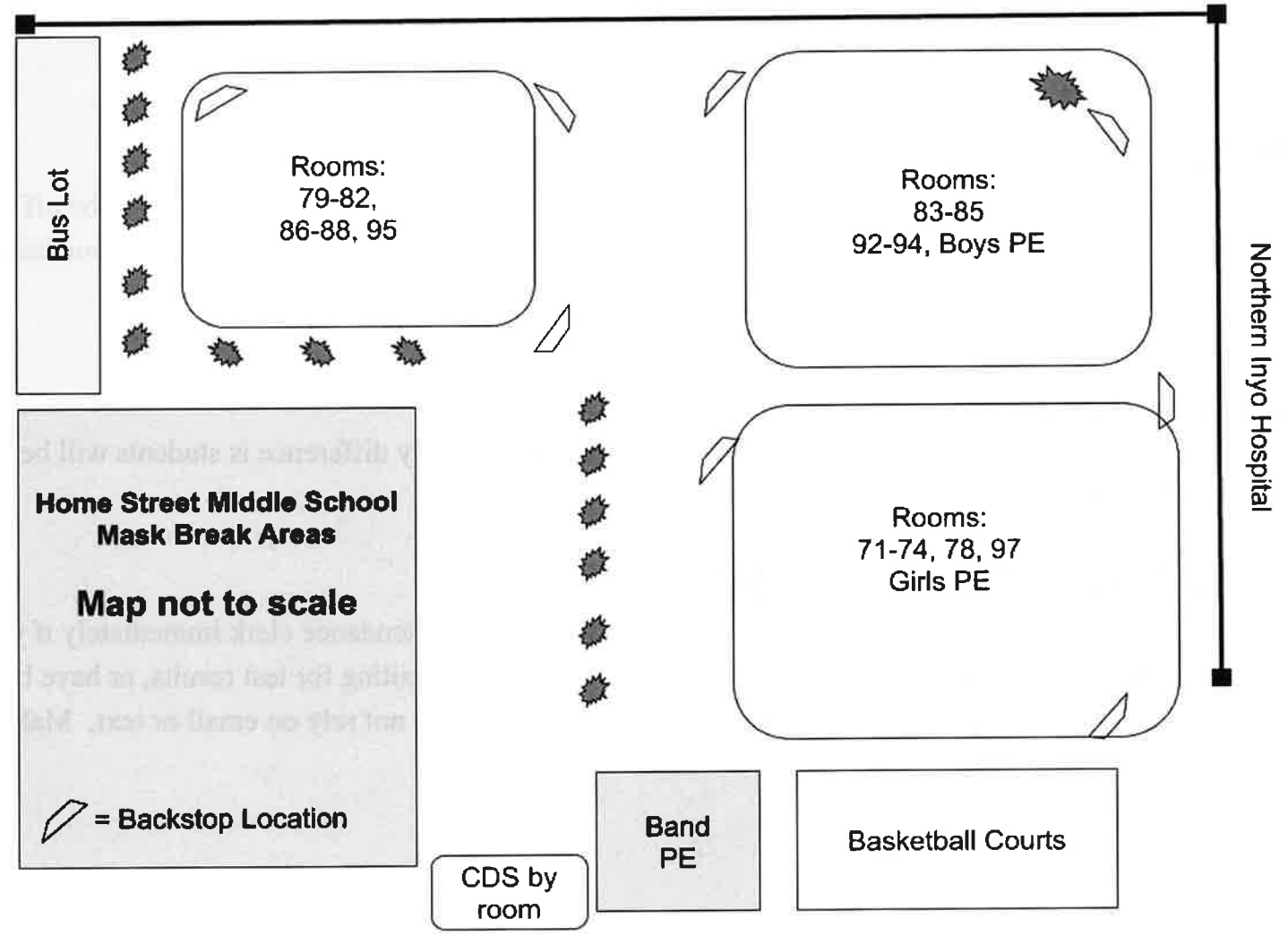
## **STUDENT RESTROOM USAGE**

Administration and support staff will supervise during breaks. No more students than the amount of stalls will be allowed in any restroom at a given time. During class time, students will use the nearest restroom, unless an IEP/504 stipulates use of the Health Office. Teachers will only allow one student to utilize the restroom at any given time. Teachers will stress the importance of hand washing and proper hygiene. Regular cleaning will occur.

## **MASK BREAKS**

Students will be allowed to take a mask break during the 10 minute break between instructional blocks of time. They must stay in their designated mask break area and they must maintain six feet of social distance. See the “mask break area” map on page 15. Keep in mind students will be with their class during the break and 6’ apart.

Line Street-HWY 168



## **LOCKER USAGE**

All HSMS lockers have been zip-tied for the 2020-2021 school year. In the event we come back to school under more normalized learning conditions, the lockers will be used again. With lockers not being used, it helps to mitigate the spread of C-19. Students will be carrying their supplies to and from school.

## **STUDENT CELL PHONES**

The cell phone policy in effect last year, will remain in effect this school year as well. They are to be off and put away. Students can use their phone if it's part of a teacher's instruction for the lesson, but must immediately put it away upon completion of the task.

## **STUDENT PICK UP**

Student Pick up will occur as it always has, in front of the school. The only difference is students will be required to wear masks until they are inside their vehicles.

## **WHAT IF YOU HAVE SYMPTOMS?**

Please do not come to school if you have symptoms. Notify the school's attendance clerk immediately if you are experiencing COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case. Do not rely on email or text. Make the phone call, so we can act as fast as possible.



## **What if I become ill at school?**

If a student becomes ill on campus/district, he/she will immediately report to the health office.

Once the student arrives at the health office, they will be immediately provided with a mask and gloves. It will be explained that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, will also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the student will not be provided.*
- The suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## **SCHOOL RECLOSURE**

If our Covid numbers skyrocket and we are forced to reclose school, we will follow the guidelines provided by CDPH and the Inyo County Health Department, as well as the State Board of Education. HSMS will revert back to the teaching model used during the first quarter of school. In this model all students are distance learners and there will be no students on campus.

Updated 10/1/2020

## **DISTANCE LEARNING EXPECTATIONS**

- Students will receive 240 minutes of synchronous/asynchronous learning for grades 4-12
- Daily “live” interaction with teacher and peers for about 30 minutes per class session
- Daily participation minutes includes online instruction as well as “time value” of daily assignments
- Students can find all work posted in Google Classroom
- Grades can be found in Aeries

## **USEFUL RESOURCES**

- [CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools](#)